



County of Lethbridge Policy Handbook

EFFECTIVE: June 16, 2011

SECTION: 700 NO. 714 Page 1 of 4

APPROVED BY: County Council

SUBJECT: Maintenance and
Inspection

REVISED DATE:

PURPOSE/OBJECTIVE

Maintenance and inspection program for all County of Lethbridge trucks, truck tractors and trailers.

AUTHORITY

The County of Lethbridge is legislated to have an inspection and maintenance program to comply with Federal and Provincial legislation. The County will do random internal audits to ensure that we comply with these regulations.

PROCEDURES

The preventive maintenance and inspection program will address the following areas:

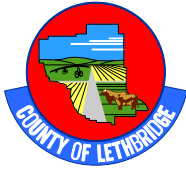
- Daily trip inspections
- Repairs
- Routine scheduled maintenance
- Annual Commercial Vehicle Inspection Program (CVIP) inspections
- Record keeping of all inspections, repairs, routine maintenance, including Commercial Vehicle Safety Alliance (CVSA) and Commercial Vehicle Inspection Program (CVIP).

A person shall not operate or permit another person to operate a commercial vehicle if the vehicle or any equipment related to the commercial vehicle is in a condition likely to cause danger to persons or property.

It is illegal to operate a vehicle on a highway with any defect that is a violation under any legislation.

The County of Lethbridge's written maintenance and inspection program will be kept at the County's Picture Butte Shop. A copy of the maintenance and inspection program shall be readily accessible to employees of the County of Lethbridge who carry out the maintenance and inspection program.

Schedule 2 of the *Commercial Vehicle Safety Regulation* (AR121/2009) will be attached to the maintenance and inspection program at all locations of the carrier where vehicle inspections and maintenance is carried out.



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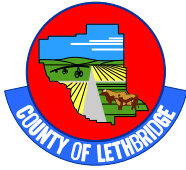
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The County of Lethbridge vehicle maintenance and inspection program will be implemented as follows:

- All National Safety Code commercial vehicles (commercial vehicle registered solely or in combination for more than 4,500 kilograms including but not limited to trucks, truck tractors, trailers, converter dollies, jeeps and boosters) registered to the County of Lethbridge are required to comply with the County's maintenance and inspection program policies and procedures.
- A daily trip inspection shall be conducted on all commercial vehicles or combination of commercial vehicles registered for more than 4,500 kilograms.
- A daily trip inspection is valid for a maximum of 24 hours from the time recorded on the trip inspection report. Vehicle components will be inspected in a Daily Trip Inspection as required by *Section 10(4)(a) Alberta's Commercial Vehicle Safety Regulation (AR121/2009)*. The daily inspection must include all applicable components specified in the list of items in Schedule 1 - National Safety Code Standard 13 Part 2 (copy attached).
- Any of the components that are routinely inspected may be added to the "Daily Trip Inspection" and any components that are not applicable to the vehicle may be deleted from the "Daily Trip Inspection".
- The County of Lethbridge shall ensure that a copy of the Schedule 1 – National Safety Code Standard 13 Part 2 including any modifications made to the Schedule is located within the vehicle and a driver shall produce the schedule when requested to a peace officer.
- Except when specifically exempted by the legislation, the operator conducting the "Daily Trip Inspection" shall prepare a trip inspection report.

The trip inspection report must contain the following information:

- Licence plate, identification number or unit number.
- Odometer or hub meter at the time of inspection.
- Name of the carrier operating the commercial vehicle.
- Name of the municipality or location on the highway where the inspection was conducted and the time and date that the report was made.



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- Any defect related to the operation of any item required to be inspected or that no defect was detected.
- Name of the person who inspected the vehicle and a statement signed by that person stating that the vehicle has been inspected in accordance with Section 10 – Commercial Vehicle Safety Regulation (AR121/2009).

The driver shall, when requested, produce a copy of the report to a peace officer.

Regardless of whether a trip inspection report is required to be prepared, if a driver observes any safety defects specified in Schedule 1, 2, 3 or 4 of the National Safety Code Standard 13 while driving the vehicle, the driver shall record the defects in a trip inspection report and fill out a defect sheet and report the defect to Fleet Services as required.

The driver shall produce this trip inspection report or other documentation when requested to a peace officer.

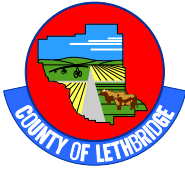
No person shall allow a driver to drive and no driver shall drive a commercial vehicle with any uncorrected or unrepaired major defect (See Schedule 1 of National Safety Code Standard 13 Part 2 for a description of a major defect.)

A driver or person authorized by the County of Lethbridge to conduct a daily trip inspection shall document any defect on the written trip inspection report and defect sheet.

A driver or person authorized by the County of Lethbridge to conduct a daily trip inspection shall certify on the report that the defect has been repaired/corrected or certify on the report that repair/correction is unnecessary.

If a driver or person authorized by the County of Lethbridge to conduct a daily trip inspection believes or suspects there is a safety defect in the commercial vehicle they shall report the safety defect to Fleet Services:

- Without delay if the defect is a major defect, or
- In a timely manner but not later than the next required daily trip inspection in all other cases.



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All equipment or safety systems installed in a vehicle by the manufacturer of the vehicle must be maintained in good working order and in accordance with the manufacturer's specifications.

The County of Lethbridge operators and maintenance staff will conduct regular and continuous maintenance inspections and repairs in accordance with the following intervals:

| Inspection Type | Vehicle Type | Inspection Interval | Comments |
|----------------------------------|--------------------------------------|-------------------------------------|---|
| Daily Inspection Trip | Trucks, tractors, trailers | Every 24 hours | Complete written Daily Trip Inspection form if required. Report all defects and document all repairs. |
| Greasing Interval | Trucks | Twice a week | |
| | Tractors | Twice a week | |
| | Trailers | Twice a week | Includes fifth wheel plate |
| Oil Change Interval | Trucks | Every 500 hours | |
| | Tractors | Every 500 hours | |
| | Trailers | n/a | |
| Scheduled Maintenance Inspection | Trucks | As per manufacturer recommendations | |
| | Tractors | As per manufacturer recommendations | |
| | Trailers | As per manufacturer recommendations | |
| CVIP Inspection | All types (Truck, tractor, trailers) | Annually | Required every 12 months before next CVIP expires – to be completed by a Certified CVIP Station |