

Extended Drivers' Hours of Service Permit Application – Provincial / Federal

Application For Permit To Extend Driver's Daily Hours of Service

Alberta Traffic Safety Act, Section 62, or Federal Commercial Vehicle Drivers Hours of Service Regulation, SOR/2005-313, Section 62

Section A: Carrier Information

New Application

Renewal or Amendment _____
Current Permit # _____ Expiry Date _____

National Safety Code (NSC) Number: __AB_____ (shown on Safety Fitness Certificate)

Do you hold a: "Federal" operating status "Provincial" operating status

Name of Applicant(s): _____
(Trade names are not acceptable)

Principal Place of Business in Alberta (where records are maintained and day-to-day operations conducted):

(Street address or legal land location; Post Office box number is insufficient)

City/Town: _____

Postal Code: _____ Telephone #: _____ Fax #: _____

Mailing Address (if different from above): _____

Contact Person's Name and Title: _____

Name of Safety Officer: _____ Driver License #: _____

Section B: Application Information

1. Indicate one or more reasons for applying for this permit:

- a) To allow a driver, with a regular itinerary, to reach the home terminal or destination.
- b) To allow perishable goods to be delivered.
- c) Because of a significant, temporary, increase in the transportation of goods or passengers:
 - i. Conducting emergency repairs to fixed electric utility equipment. or
 - ii. Specified road (snow plowing/sanding) and bridge maintenance activities as a result of adverse weather.

Other (specify): _____

2. Check the jurisdiction(s) in which you intend to use this permit:

- Alberta British Columbia Saskatchewan
 Yukon Northwest Territories

3. Do you hold any other Permits for any Hours of Service Exemptions in any other Jurisdiction?

- Yes No

If Yes, please complete the following

Jurisdiction	Permit #	Expiry Date	Type of Permit

4. Have you been denied a similar permit or had any permit of certificate cancelled or suspended in Alberta or by any other jurisdiction in the past 12 months? (e.g. safety fitness certificate, annual/semi-annual vehicle inspection certificate, etc)

- Yes No

If Yes, specify:

_____ _____
 Jurisdiction Date
_____ _____
 Jurisdiction Date

Comments:

5. Has the Applicant, the Applicant’s partners, Directors, Shareholders or beneficial owners of the applicant motor carrier, at any time been subject to a “Conditional” or “Unsatisfactory” safety fitness rating in any jurisdiction in North America, including Alberta, for any commercial transportation operation?

- Yes No

If Yes, list jurisdiction(s) and Safety Fitness Identification number(s):

_____ _____
 Jurisdiction Safety Fitness Number
_____ _____
 Jurisdiction Safety Fitness Number

Section C: Description of the Nature of Your Transportation Business *(including identification of general types of commodities/loads being moved) (Add additional pages, if required)*

Section D: Description of the Operational Requirements for Needing Permit *(e.g.: routes needed; specify additional hours required (maximum 2); need limited to specific hours, days, months, seasons; etc.)*

Section E: Description of Why Current Legislation is Inadequate *(Be specific) (Include any documentation needed to support application) (Add additional pages, if required)*

1. Describe why adjusting your operations (e.g. using more drivers, adjusting work hours, using sleeper berths, etc) will not allow compliance to the regulatory requirements.
2. If granted, how will you apply this permit to your operation? (e.g. work cycle; camp versus home when drivers off-duty; obtain suitable rest during off duty periods to alleviate fatigue; contingency plans for rest, etc)

Attach detailed description related to questions 1 and 2 above.

Section F: National Safety Code Compliance

1. Which of the following have you implemented?

- Written Safety Plan - *Commercial Vehicle Certificate and Insurance Regulation*, (AR314/2002)
- Individual Driver Files - *Commercial Vehicle Certificate and Insurance Regulation*, (AR314/2002)
- Written Maintenance Plan - *Commercial Vehicle Safety Regulation*, (AR121/2009)
- Individual Vehicle Files - *Commercial Vehicle Safety Regulation*, (AR121/2009)

2. Which of the following reference material have you obtained? (See: www.transportation.alberta.ca/)

- A copy of all relevant legislation (e.g. *Hours of Service, Maintenance, Safety, etc.*)
- A copy of your Carrier Profile within the past year
- A copy of Alberta Transportation's Educational Manual on general transportation compliance requirements

Section G: Description of Internal Controls to Ensure Compliance

Outline process(s) you have in place such as staff training, monitoring and discipline, to ensure compliance with Driver's Hours of Service and other Safety Laws (including dangerous goods, operation and control of vehicles, weight and dimensions, maintenance and repair, safe loading). **(Add additional pages, if required)**

Section H: Fatigue Management Principles and Driver Information

1. **Does your written Safety Program include policies requiring the implementation of fatigue management principles? (Owner Operators see below)** Your principles must include at least: a) driver responsibilities, b) dispatcher/management's responsibilities related to scheduling, monitoring and discipline; c) how a driver's hours of service compliance will be monitored; d) how a driver's readiness for work will be evaluated and monitored; e) employee fatigue alertness training; f) employee training in driver's hours of service regulations; and g) driver lifestyle management.

Yes No

If NO, explain:

2. Have drivers, dispatchers and transportation safety management, operating under or responsible for compliance to the permit, been trained in the hours of service regulations **and** in the fatigue management principles? *(see attached document entitled "Hours of Service and Fatigue Management" for minimum training criteria)*

Yes No

If NO, explain:

If YES, explain how training was done:

Owner Operators

1. **As an owner operator (with no other drivers employed), does your Safety Program include implementation of fatigue management principles?** Your principles must include at least: a) driver readiness for work and fatigue alertness identification; b) training in drivers' hours of service regulations; and c) lifestyle management.

Yes No

If NO, explain:

2. Have you received training in the hours of service regulations **and** fatigue management principles? *(see attached document entitled "Hours of Service and Fatigue Management" for minimum training criteria)*

Yes No

If NO, explain:

If YES, explain how training was done:

Section I: Vehicle and Driver Information

Complete the attached forms that list the drivers and the vehicles that will be covered by this permit. If more pages are required you can make additional copies of the forms.

If you have a large fleet/driver list and already have this information in electronic format we will accept your document, provided **all** of the information that is on our form is included.

Section J: Collision Information

The permit holder must investigate and document the findings of every traffic accident involving a vehicle registered to the permit holder for more than 4,500 kilograms or a passenger vehicle originally designed to transport 11 or more persons, including the driver, that resulted in:

- a) the death of a person;
- b) an injury requiring treatment by a medical doctor;
- c) a condition that causes an employee to lose consciousness; or
- d) damage to all property, including cargo, totaling \$2,000 or more.

Those collisions found to have occurred while operating under this permit must be evaluated to determine if the collision was preventable on the part of the permit holder and/or their driver(s). Each evaluation must use the criteria established by the National Safety Council (www.nsc.org). Each evaluation and follow-up action(s) taken must be fully documented and retained by the permit holder for at least the current year and the following 4 years. Any collision considered non-preventable may be submitted to Alberta Transportation for verification (www.transportation.alberta.ca/656.htm). Verified non-preventable collisions will not be used to help determine the carrier's risk associated with operation under this permit.

Section K: Safety Review

Prior to issuance of this permit, the department will determine:

- a) Whether this permit application is complete;
- b) Whether your vehicles meet the requirements, as defined by this permit, and the services they are used for;
- c) Whether your company's operation of providing services to a well site meets the Department's policies for issuing such permits; and
- d) That the following information is acceptable:
 - i. the contents of your current Alberta Carrier Profile;
 - ii. past compliance to "safety laws" in Alberta or in any other jurisdiction;
 - iii. the results of an Alberta NSC Audit conducted within the last 3 years
 - iv. content and implementation of applicant's policies/procedures regarding driver training on Hours of Service compliance and fatigue management principles;
 - iv. content and implementation of Applicant's written policies/procedures regarding the Applicant's compliance to the applicable Hours of Service regulations (including driver compliance monitoring program) and to all permit conditions; and
 - v. any other information the Director considers appropriate.

At the end of this preliminary review, the Director may:

- a) Issue the permit for the full year;
- b) Issue the permit with a reduced time period,
- c) Apply conditions to be satisfied prior to issuing or renewing the permit;
- d) Table the application until it is considered "complete" or Applicant is verified as being in compliance;
- e) Not support issuing the permit due to safety/compliance concerns.

Section L: Permit Policies

Summary of Permit Policies:

- a) Permit Holder must have and maintain an acceptable Carrier Profile (including R-Factor score), general NSC compliance (including a pass NSC audit score and Fatigue Violation Rate) and permit compliance (including a pass Permit Inspection score, when available).
- b) Only drivers who have been fully trained in all required industry-related courses are authorized to utilize the permit exemption.
- c) All drivers, dispatchers and transportation safety management, operating or responsible for compliance under the permit, must have successfully complete the specified training in hours of service compliance and fatigue management.
- d) Permit Holder has an effective Fatigue Management program in place that meets requirements.
- e) The hours of service exemption is being used ONLY for services specified in the permit.
- f) The Permit Holder must have and implement a written policy which identifies that they effectively monitor the hours of service compliance of each driver.
- g) The Permit Holder must have and implement specific written policies and procedures identified in their safety program to ensure that all conditions of the permit are being complied with at all times

Do you understand and agree to abide by these policies?

Yes No

If NO, explain:

Section M: Certification

I certify that I understand and agree to abide by the above requirements, and that information provided in this application is true and correct.

Print Name

Signature

Position/Title

Date

Email Address

Payment Form: Safety Permit Application

APPLICATIONS ARE CONSIDERED INCOMPLETE WHEN RECEIVED WITHOUT THE FILING FEE.

APPLICATION FILING FEE OF \$55 (GST if applicable) (PAYMENT IS NON-REFUNDABLE)

Applicant's Name:	
Telephone # ()	Cell # ()
Email Address:	

PAYMENT OPTIONS: Cheque or Money Order

Cheque Attached <input type="checkbox"/>	Money Order Attached <input type="checkbox"/>
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PAYMENT OPTION: Credit Card (Visa, MasterCard, American Express)

Credit Card <input type="checkbox"/>

Credit Card Acceptance Policy Change

The Government of Alberta has changed the process for accepting credit card payments to protect the security of cardholder data. As of **December 31, 2013**, Alberta Transportation can no longer accept credit card numbers in any format by phone, fax, email, or mail. You cannot include the credit card number on the application. Failure to comply with the payment procedures will result in the application not being processed.

Once the application is received and reviewed, Carrier Services will contact the applicant in order to process the credit card payment.

At the time of the call, you will be required to have the following information:

- Credit Card Number, Expiry Date, Name of Cardholder and Security Code Number (Indicated on the back of a Visa or MasterCard, or on the front of an American Express card)

For further information contact Carrier Services at 403-755-6111 or toll free by first dialing 310-0000.

Alberta Transportation

Carrier Services

Room 401, 4920 – 51 Street

Red Deer, Alberta, T4N 6K8

Phone #: 403-755-6111 (Toll Free in Alberta by first dialing 310-0000)

Fax #: 403-340-4806

