

MANDATORY ENTRY-LEVEL TRAINING MANITOBA CLASS 1 **Lesson 1**

Instructor's Guide



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Overview

Purpose/Objectives

This lesson provides an orientation to trucking.

After completing this lesson, students should be able to:

- Describe the essential skills of commercial vehicle operators
- Describe the requirements for employers and workers to comply with government regulations and standards
- Explain the purpose, fundamental structure, and basic content of regulations that apply to commercial vehicle operations

How long should it take?

Classroom (hours)			In-Yard (hours)			In-Cab (hours)			Total Training Duration (hours)
Deliver	Apply	Assess	Deliver	Apply	Assess	Deliver	Apply	Assess	
1.0									1.0

Required materials

- Whiteboard or flipchart
- Markers
- Projector
- PPT presentation
- Printed or electronic quizzes
- Pens

Using this document

This document is intended to guide you through the session. It includes the following icons for reference:

► **Direction on what you need to do**

🔊 Sample language for what you need to say

? Sample wording for what you need to ask

📘 Extra information to consider



Lesson Outline

Time (Approx. mins)	Topic	Materials	Slides
5	Introduction		1-2
5	Essential Skills		3
5	Operational Requirements		4-7
10	Laws and Regulations		8-13
30	Incidents and Infractions		14-17
5	Wrap-up		18-19

Total time = 1.0 hr

① Times are an approximation of what is expected in a 15-student class with active participation. Times also include in-yard demonstration, application and assessments.


Student Materials

- Lesson 1: Exercise Book
- Textbook
- TruckingHR Canada: Essential Skills Profile Commercial Vehicle Operator
- Lesson 1 Resources Job Aid



Introduction

Objectives: In this section, students are introduced to the class including introductions, information on logistics/housekeeping and any classroom rules.

 **Time:** 5 minutes

Slide: 1

- ▶ Welcome the participants to the class. Allow up to 5 minutes for latecomers to arrive.

You may wish to play a video, like this one created by CAT Products, as a lead-in to the course content:

- <https://www.youtube.com/watch?v=YixV-rATB2s>

- ▶ You may wish to share an article like this one published by a contributor to Trucking Safety Council of BC:

- <https://www.safetydriven.ca/2019/04/04/what-its-like-driving-a-commercial-vehicle/>

Provide information on logistics/housekeeping and any classroom rules. Introduce yourself.



Slide: 2 Type: Presentation

◀ After completing this lesson, you should be able to:

- Describe the essential skills of commercial vehicle operators
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Learning Objectives

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Essential Skills

Objectives: In this section, students learn about the basic skills required to be a professional truck driver.

 **Time:** 5 minutes

Slide: 3 **Type:** Presentation

Although safe driving is your most important responsibility, there are also essential non-driving skills that are critical. The most important for commercial vehicle operators are:

- Document Use skills like reading, writing, interpreting maps and regulations and using math skills for calculations and recording hours of service
- Problem-Solving skills like being able to respond to unforeseen circumstances using oral communication skills, decision-making, critical thinking skills and troubleshooting
- Job Planning and Organizing skills that involve a good memory, being able to find information working well with others, being able to work with technology, understanding of vehicle inspections, cargo securement, workplace safety and trip planning (which also involves self-discipline and self-care)

Essential Skills

The most important essential non-driving skills for truck drivers are:


- Document Use
 - Reading text, writing, numeracy (math skills), map interpretation
- Problem Solving
 - Oral communication, decision making, critical thinking, troubleshooting
- Job Planning and Organizing
 - Good memory, finding information, working with others (teamwork), digital technology, continuous learning to stay aware of new information (policies, procedures, regulations)



Please refer to the **Essential Skills Profile** section of the [NOS Toolkit](#) for more information or to the NOS (supportive and functional competences section).

 Provide students with a copy of Essential Skills Profile Commercial Vehicle Operator published by TruckingHR Canada. The Essential Skills Profile Commercial Vehicle Operator can be found in the NOS Toolkit, in the Essential Skills Profile section (Pages 19-41):

<https://truckinghr.com/wp-content/uploads/2019/10/National-Occupational-Standard-Toolkit.pdf>


 You may wish to play a video about professional drivers and their attitude and image. A video has been made available on the MELT curriculum page but any similar video can be used:

<https://apps.mpi.mb.ca/MELT/videos/Attitude%20image%20public%20relations.wmv>



Operational Requirements

Objectives: This section of the lesson explains the licensing and operational requirements for being a commercial driver.

 **Time: 5 minutes**

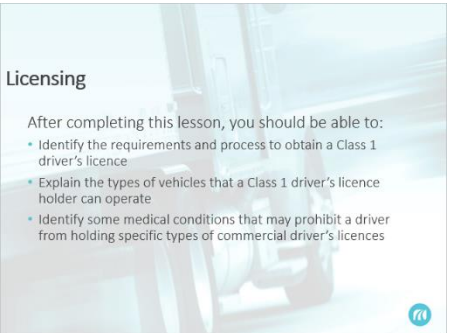
Slide: 4 **Type: Section Break**

- After completing this lesson, you should be able to:
- Identify the requirements and process to obtain a Class 1 driver's licence
 - Explain the types of vehicles that a Class 1 driver's licence holder can operate
 - Identify some medical conditions that may prohibit a driver from holding specific types of commercial driver's licences

Licensing

After completing this lesson, you should be able to:

- Identify the requirements and process to obtain a Class 1 driver's licence
- Explain the types of vehicles that a Class 1 driver's licence holder can operate
- Identify some medical conditions that may prohibit a driver from holding specific types of commercial driver's licences



Slide: 5 **Type: Presentation**

- Driving a vehicle with the wrong licence class is against the law. It is also an offence for the owner to allow the vehicle to be driven by someone who does not have the required class of licence.

If you are taking a Class 1 road test, you are required to provide a tractor-trailer combination with:

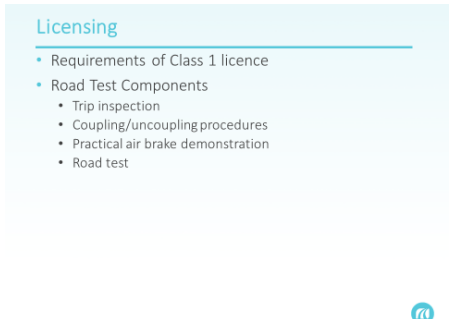
- A manual transmission
- Three or more axles
- A trailer equipped with an air brake system to its foundation brakes.

The road test components include trip inspection, coupling/uncoupling procedures, practical air brake demonstration, and road test.

A Class 1 driver's licence will be issued after successful completion of all of the road test components. The holder of a Class 1 driver's licence can operate a semi-trailer truck, as well as any of the motor vehicles or a combination of vehicles in Classes 2, 3, 4, and 5. Motorcycles and school buses are exceptions.

Licensing

- Requirements of Class 1 licence
- Road Test Components
 - Trip inspection
 - Coupling/uncoupling procedures
 - Practical air brake demonstration
 - Road test





Slide: 6 Type: Presentation

- ▶ Your medical condition may affect your ability to operate a commercial vehicle. You are legally responsible to report any disease or disability that may interfere with safe operation of a motor vehicle to MPI. MPI can request a medical report from any driver, in any licence class, if they have concerns about the driver's medical condition.

A medical report is required to upgrade a driver's licence to a Class 1, 2, 3, or 4. Medical forms are available from any MPI Service Centre, Autopac agent office or a physician.

This form must be completed by a physician. Medical reports must be submitted and approved prior to the start of any testing.

A medical report is required when first applying for a commercial driver's licence, and

- Every 5 years after that, until age 45
- Every 3 years from age 46 to 65
- Every year after age 65

Licence Requirement

You are legally responsible to declare medical issues to MPI, and a report can be requested for any driver in any licence class.

Requirements:

- Medical report for all commercial licence classes
- New report after initial forms are submitted and approved:
 - Every 5 years, until 45 years of age
 - Every 3 years from age 46 to 64
 - Every year after you turn 65 years of age



Slide: 7 Type: Presentation

- ▶ Tractor-trailers are registered as commercial vehicles. Operators of those vehicles will participate in two additional registration programs that facilitate smoother transit across the Canada-U.S. borders: the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA). Additional information about these programs can be found in the **textbook** and in the Guide to Transportation Safety.

Operators pay insurance based on the size/weight of their vehicle, the type of goods they carry, and the distances they travel. All motor carriers and operators of regulated vehicles are required to have basic insurance to operate and obtain/renew a Safety Fitness Certificate (SFC). Some types of vehicles are required to have additional insurance up to \$1, 2, or 5 million. The name on the Certificate of Insurance (or vehicle registration) and the name on the SFC must be identical.

All operators of commercial vehicles that have a registered gross vehicle weight of **4,500 kilograms and higher** are required to obtain a SFC. The certificate is issued by the Manitoba government (Motor Carrier Division of Manitoba Infrastructure) and confirms that the operator meets the safety requirements to operate on roadways.

Other Operational Requirements

- Register as commercial vehicle
- Register with International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA)
- Obtain insurance based on:
 - Size/weight of vehicle
 - Goods being carried
 - Distance driven
- Obtain a Safety Fitness Certificate (SFC)
 - You need at least one commercial vehicle with a GVW of 4,500 kg and over to fall into the SFC program



- 📄 Manitoba Government Guide to Transportation Safety can be provided to students as a supplemental resource. It will be used throughout the course as source material.

https://www.gov.mb.ca/mit/mcd/carriers_drivers/safetyguide.html



Laws and Regulations

Objectives: In this section, the laws and regulations that govern truck drivers are discussed.

Time: 10 minutes

Slide: 8 **Type: Section Break**

- After completing this lesson, you should be able to:
- Describe the National Safety Code
 - Describe requirements of written workplace documents for operating a commercial vehicle on roadways
 - Explain the allowable weights and dimensions of commercial vehicles
 - Define 'dangerous goods'
 - Explain operating restrictions of commercial vehicles
 - Explain that regulations apply to the mechanical condition of commercial vehicles

Laws and Regulations

After completing this section, you should be able to:

- Describe the National Safety Code
- Describe requirements of written workplace documents for operating a commercial vehicle on roadways
- Explain the allowable weights and dimensions of commercial vehicles
- Define 'dangerous goods'
- Explain operating restrictions of commercial vehicles
- Explain that regulations apply to the mechanical condition of commercial vehicles

Slide: 9 **Type: Presentation**

- All provinces follow the [National Safety Code](#) (NSC). It is an agreement among provinces and territories for best practice in safety performance.

Manitoba, like other Canadian jurisdictions, has passed legislation to put these standards into effect. Although NSC is not a law, it is considered the gold standard and best practice by federal, provincial and territorial governments in Canada. There are 16 safety performance standards, which cover everything from driver training to safety inspections and everything in between.

Additional information about the NSC can be found in your **textbook**. The standards were developed and are maintained with knowledge of best practices for safety performance and are administered by the Canadian Council of Motor Transport Administrators.

National Safety Code

- What is it?
 - Set of standards that are applied throughout Canada
- 16 safety performance standards
 - Used to create legislation in Manitoba
- Who administers this safety code?
 - Canadian Council for Motor Transport Administrators (CCMTA)



Additional information can be found in the textbook as well as from the [CCMTA's website](#).

This link has information on the CCMTA role, and National Safety Code standards. It can be used as a reference to answer specific questions: <https://ccmta.ca/en/national-safety-code/national-safety-code-nsc> In addition to displaying the National Safety Code on screen for students, you may wish to provide a printed copy of the NSC Fact Sheet.



There are various federal laws and regulations, including:


- **The Motor Vehicle Transport Act** ensures that the regulations are focused on safety, and operating standards are applied consistently across Canada.
- **The Commercial Vehicle Drivers Hours of Service Regulation** regulates the number of hours you are permitted to drive, keeping you and those in your workplace safe on the road.
- **The Transportation of Dangerous Goods Control Act and Transportation of Dangerous Goods Regulations** define dangerous goods and govern their transport in Canada.
- This last regulation applies to carriers but drivers should be aware of it: The **Motor Carrier Safety Fitness Certificates Regulation** ensures consistency across Canada in the issuance of Safety Fitness Certificates (SFC). This regulation applies to provinces that issue SFCs for carriers who operate beyond Manitoba.

Federal Law and Regulations

Applicable legislation:

- The Motor Vehicle Transport Act
- The Commercial Vehicle Drivers Hours of Service Regulation
- The Transportation of Dangerous Goods Control Act and the Transportation of Dangerous Goods Regulations
- The Motor Carrier Safety Fitness Certificates Regulation



 Hand out **Lesson 1 – Resources Job Aid**.



- Most regulations for commercial drivers are at the provincial level. The **Drivers and Vehicles Act** extends legislative authority to MPI to deliver driver and vehicle licensing services and to appoint a Registrar of Motor Vehicles.

Provincial Law and Regulations

Applicable legislation:

- The Drivers and Vehicles Act
- The Highway Traffic Act, which includes regulations such as:
 - Cellular Telephones and Other Hand-Operated Electronic Devices
 - Commercial Vehicle Trip Inspection
 - Driver's Licence
 - Hours of Service
 - Periodic Mandatory Vehicle Inspection
 - Safety Fitness Criteria and Certificates



i This link has information on the regulations and can provide answers to specific questions:
<https://web2.gov.mb.ca/laws/statutes/ccsm/d104ei.php>

- The Highway Traffic Act (HTA), is the key piece of legislation which governs the operation of motor vehicles on public roadways. This Act promotes safety on highways and includes the following regulations that would be applicable to you as a professional driver:
 - **Bills of Lading and Uniform Conditions of Carriage Regulation** – rules for completing bills of lading and waybills
 - **Cargo Securement Regulation** – rules for safety responsibility, cargo securement generally, and securement for specific loads
 - **Cellular Telephones and Other Hand-Operated Electronic Devices Regulation** – rules for limiting use of electronic communications equipment while driving
 - **Commercial Vehicle Trip Inspection Regulation** – rules relating to inspections, how defects are reported, and when a vehicle should not be driven
 - **Driver's Licence Regulation** – requirements and classification of driver's licenses
 - **Hours of Service Regulation** – rules for maximum driving time and required rest time for commercial drivers
 - **Periodic Mandatory Vehicle Inspection Regulation** – requirements for mechanical safety inspections for specific heavy vehicles
 - **Safety Fitness Criteria and Certificates Regulation** – safety fitness criteria for operators, insurance requirements, and application and issuance of SFCs
 - **Vehicle Equipment, Safety and Inspection Regulation** - equipment standards for operating vehicles in Manitoba
 - **Vehicle Weights and Dimensions on Classes of Highways Regulation** – regulations for weight, dimension, and configuration of commercial vehicles operated on Manitoba's highways
- Municipal laws may also impact your route and need to be considered when trip planning. More information on trip planning and municipal considerations will be explored in detail in an upcoming lesson.



Slide: 12 Type: Section Break

- ◀ In this section, we will review the impact of regulations.

After completing this section, you should be able to:

- Explain that drivers must comply with government regulations
- Identify that standards may apply to worker obligations, rights and responsibilities, employment, health and safety, labour agreements, etc.

Impact of Regulations

After completing this section, you should be able to:

- Explain that drivers must comply with government regulations
- Identify that standards may apply to worker obligations, rights and responsibilities; employment; health and safety; labour agreements, etc.

Slide: 13 Type: Presentation

- ◀ Many of the regulations are aligned between the various levels of governments, but some laws do vary from province to province, state to state, or territory.

These regulations and standards clearly define what is expected of you and what your rights and responsibilities are with employment in this industry. Most importantly, they are in place to protect your health and safety.

Compliance with Regulations

Expectations regarding compliance:

- Your responsibility as a commercial driver is to comply with the regulations for the jurisdiction you are driving in


Regulations help drivers and industry:

- Compliance with the regulations supports you as a driver and protects your rights in the workplace



Incidents and Infractions

Objectives: This section explain the consequences of driver incidents and infractions.

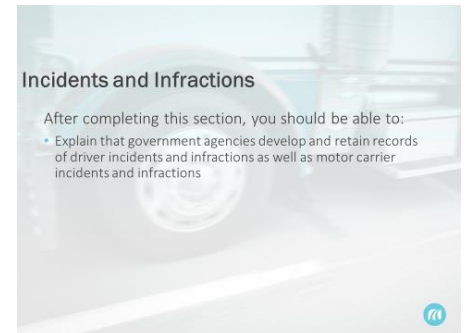
 **Time: 30 minutes**

Slide: 14 **Type: Section Break**

- There are various incidents and infractions enforced by government laws. We are going to look at just a few of these, along with some of the consequences.

After completing this section, you should be able to:

- Explain that government agencies develop and retain records of driver incidents and infractions as well as motor carrier incidents and infractions



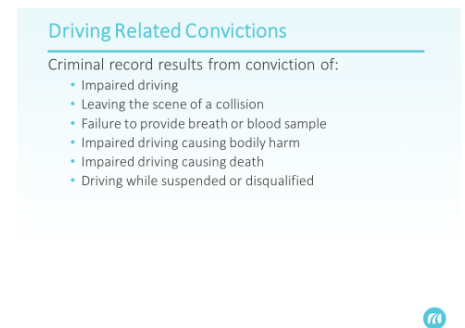
Slide: 15 **Type: Presentation**

- Carriers are required to retain records of their drivers, including the information about convictions under the Criminal Code of Canada related to motor vehicles.

Convictions of any of the following driving related infractions will result in a Criminal Record.

- Impaired driving
- Impaired driving regardless of blood alcohol content
- Blood alcohol level over the legal limit
- Combination of drug or drug-alcohol use
- Leaving the scene of a collision
- Failure to provide a breath or blood sample
- Impaired driving causing bodily harm
- Impaired driving causing death
- Driving while suspended or disqualified

- Convictions under the Criminal Code of Canada vary with gravity of the offence and frequency of traffic violations. A police officer has the authority to enforce the Traffic Safety Act, the Criminal Code of Canada and any municipal by-laws. It is illegal to refuse a lawful request from a police officer.





Consequences of traffic convictions may include one or a combination of the following:

- **Fines** - a driver may receive fines for traffic violations. The amount of fines vary with the traffic violation.
- **Demerit points** – are recorded against your driving record when you are convicted of an offence. You are convicted when you:
 - Pay the fine assessed on your ticket voluntarily
 - Appear in a court and are found guilty
 - Fail to appear in a court and are convicted (guilty) in absence
- **Driver Safety Rating Scale points** – demerit points from convictions are applied to the driver safety rating scale. Drivers lose points due to convictions and earn points over time for incident-free driving.
- **Driver's licence suspension** - driving privileges can be suspended immediately.
- **Jail time** - if you are found guilty under the Criminal Code of Canada of causing bodily harm or death while impaired, you may face time in jail.
- **Criminal record** - criminal convictions may affect an individual's employment status and/or future employment opportunities. The employer may require employees and job applicants to disclose criminal record history in order to maintain their jobs or prior to employing new employees.
- **Insurance cost** - drivers with records featuring a history of traffic convictions and incidents may be considered a higher-risk job candidate by employers.
- **Travel restrictions** - individuals with a criminal history may be refused entry into some countries.
- **Loss of employment** – individuals may be required to disclose criminal convictions as a condition of their employment. Driving-related convictions may result in suspensions. Employers may terminate employees convicted of Criminal Code of Canada offences, whether or not the employee loses their licence.
- **Traffic convictions and incidents** added to your driving history may appear on your personal and commercial driving abstract. These may affect the status of your driver's licence as well as your ability to operate a truck.

Consequences of Traffic Convictions

- Fines
- Demerits (Driver Safety Rating)
- Driver's licence suspension
- Jail time
- Criminal record
- Increased insurance costs
- Travel restrictions
- Loss of employment

⚠ All convictions will appear on your drivers abstract.





Slide: 17 Type: Exercise Book

- ▶ You will have 30 minutes to complete Exercise 1, 2, & 3 in the Exercise Book.
- ▶ If time permits, you should review the questions after the students have completed the exercise. Alternatively, you may provide a copy of the **Lesson 1 - Exercise Book Answer Key** at the end of the lesson for them to review on their own time.


 Hand out **Lesson 1 – Exercise Book**

Exercises: 1, 2 & 3

- Time: 30 minutes
- Complete Exercise 1: Essential Skills
- Complete Exercise 2: Regulations
- Complete Exercise 3: Traffic Laws



Wrap Up

 Time: 5 minutes

Slide: 18 Type: Summary

- ▶ You should now be able to:
 - Describe the requirements for employers and workers to comply with government regulations and standards
 - Describe the essential skills of commercial vehicle operators
 - Explain the purpose, fundamental structure and basic content of regulations that apply to commercial vehicle operations

Summary

You should now be able to:

- Describe the requirements for employers and workers to comply with government regulations and standards
- Describe the essential skills of commercial vehicle operators
- Explain the purpose, fundamental structure and basic content of regulations that apply to commercial vehicle operations



Slide: 19 Type: After-Class Assignment

- ▶ In preparation for Lesson 2, we ask that you study Section 2: Vehicle Components and Systems in your **textbook**.
Please complete Lesson 2 - Exercises 1-4 on your own time after reviewing this section in the **textbook**. You should be prepared to answer those questions when we reconvene our class. The exercise book also contains pages you will need for the practical training in this upcoming lesson.
- ▶ Vehicle manuals may be provided to supplement the **textbook** for component and system identification.

 Hand out **Lesson 2 – Exercise Book**.


After-Class Assignment

1. Review Section 2 of textbook and supporting materials
2. Complete Lesson 2 Exercises 1 - 4
3. Prepare for class discussion
4. Prepare to identify vehicle components in-yard



Section 2: Vehicle Components and Systems



 Remind students: The full list of vehicle systems and components is listed in the **textbook** as well as in the exercise book.