

MANDATORY ENTRY-LEVEL TRAINING MANITOBA CLASS 1 **Lesson 4**

Instructor's Guide



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Overview

Purpose/Objectives

This lesson is intended to educate students on the process and importance of vehicle inspections.

Upon completing this lesson, students should be able to:

- Inspect and maintain commercial vehicles
- Identify the general components of a Class 1 vehicle to conduct daily inspections
- Explain the functions of Class 1 vehicle components listed in NSC 13 Schedule 1, so that they can conduct pre- and post-trip inspections

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	
2.5			1.5	5.5	1.0				10.5

Required materials

- Whiteboard or flipchart
- Markers
- Projector
- PPT presentation
- Printed and 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**

① **Extra information to consider**



Lesson Outline

Time (Approx. mins)	Topic	Materials	Slides
5	Introduction		1-2
15	Requirements		3-6
110	Daily Inspections		7-31
20	Wrap Up		32-36
90	Practical In-Yard Demo		37
330	Practical In-Yard Application		37
60	Practical In-Yard Assessment		38

Total time = 10.5 hr(s)

i 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 4: Exercise Book
- Textbook
- Copy of Manitoba Commercial Vehicle Inspection Regulation Schedule A
- Air Brake Manual
- Lesson 4 Practical Job Aid 1
- Lesson 4 Practical Job Aid 2
- Lesson 4 Practical Job Aid 3
- Lesson 4 Practical Job Aid 4



Introduction

Objectives: Introduce students to the lesson.

 **Time: 5 minutes**

Slide: 1 Type: Presentation

- ▶ Welcome students and allow time to settle if this is a new day of classroom delivery.



Slide: 2 Type: Presentation

- ▶ After completing this lesson, you should be able to:
 - Inspect and maintain commercial vehicles
 - Identify the general components of a Class 1 vehicle to conduct daily inspections
 - Explain the functions of Class 1 vehicle components listed in NSC 13 Schedule 1 to conduct pre- and post-trip inspections

Learning Objectives

After completing this lesson, you should be able to:

- Inspect and maintain commercial vehicles
- Identify the general components of a Class 1 vehicle to conduct daily inspections
- Explain the functions of Class 1 vehicle components listed in NSC 13 Schedule 1 to conduct pre- and post-trip inspections





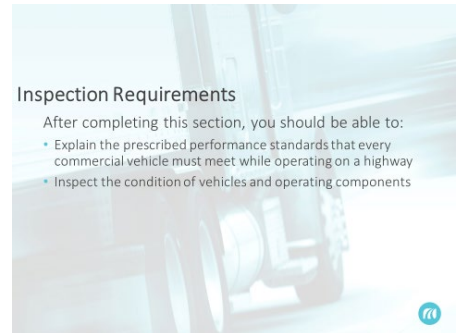
Requirements

Objectives: This section, students review the inspection requirements of commercial vehicles that are operating on Manitoba roadways.

Time: 15 minutes

Slide: 3 Type: Section Break

- ▶ After completing this section, you should be able to:
 - Explain the prescribed performance standards that every commercial vehicle must meet while operating on a highway
 - Inspect the condition of vehicles and operating components



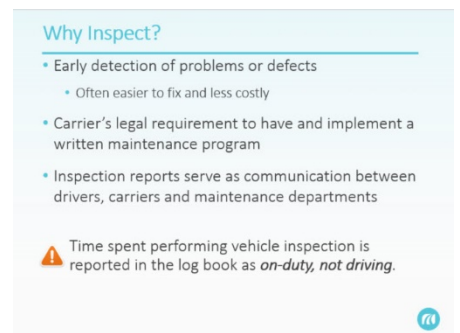
Slide: 4 Type: Presentation

- ▶ Daily vehicle inspection is important to ensure that problems and defects are detected early, before the vehicle is operated on the highway. Inspections prevent the operation of a vehicle with conditions that are likely to cause or contribute to the severity of a collision. It's much safer and less expensive to prevent problems than to allow them to happen. It's less expensive because it costs a lot less to fix a breakdown in the yard than on the road.

Inspection processes and procedures, as well as a maintenance program, are a legal requirement of the carrier. They ensure there is clear communication within the company about the vehicle's day-to-day safety.

Because time-tracking in logs is also a requirement, the time you spend performing a vehicle inspection is part of on-duty time and should be reported as on-duty (not driving).

- ▶ Direct students to visit the website for the Commercial Vehicle Safety Alliance and look at the violations related to vehicles from the previous year. Ask about their experience if any with vehicle inspections.



<https://www.cvsa.org/news-entry/2018-roadcheck-results/>

<https://www.cvsa.org/news-entry/2018-brake-safety-week-results/>



Slide: 5

Type: Presentation

- Commercial vehicle regulatory agencies are responsible for ensuring commercial vehicle compliance with provincial and federal acts and regulations.

Daily inspections can be conducted by drivers, maintenance staff, or yard staff. If the driver did not conduct the inspection, they are required to sign the inspection report when they receive it.

In all but rare circumstances, all jurisdictions in Canada recognize daily inspections from other Canadian jurisdictions as equivalent. This means that an inspection done in compliance with regulations in one jurisdiction applies to all the other jurisdictions. If you do an inspection in Saskatchewan it would be applicable and aligned with requirements in Manitoba.

Compliance with Vehicle Inspections

Ensuring vehicle compliance is done by Manitoba enforcement agencies.

- Daily inspections can be conducted by drivers, maintenance staff or yard staff BUT drivers are required to sign the inspection report
- Daily inspections are recognized across Canadian jurisdictions, except in rare circumstances.



i Textbook Reference: Section 4 - Vehicle Inspections.

Slide: 6

Type: Presentation

- The Manitoba Commercial Vehicle Trip Inspection Regulations are intended to enable you to identify vehicle problems and defects, and to prevent vehicles from being driven if they are in a state that will likely contribute to a collision or vehicle breakdown.

Provincially regulated carriers (those that operate solely within Manitoba) must complete and keep a record of trip inspection reports on trucks with a registered gross vehicle weight of 4,500 kg and greater. By regulation, any commercial vehicle weighing 4,500 kg or more must be inspected daily when the vehicle is in use. It's illegal to drive the vehicle or tow a trailer that has not been inspected in the previous 24 hours.

Federally regulated carriers (those that operate one or more vehicles outside the province of Manitoba) must complete and keep a record of trip inspection reports on trucks/tractor-trailers with a registered gross vehicle weight of 11,794 kg and greater. This also includes any trailers or semi-trailers being towed.

The Highway Traffic Act, 1997

Manitoba Commercial Vehicle Trip Inspection Regulation Schedule A

- Prevents collisions and breakdowns

Daily inspections required for:

Provincially regulated carriers
(Trucks over 4,500 kg)

Federally regulated carriers
(Trucks over 11,794 kg)



It's illegal to drive the vehicle or tow a trailer that has not been inspected in the previous 24 hours.





Slide: 7

Type: Presentation

- ◀ These are the types of inspections that you need to know about and prepare for:
- The province of Manitoba has a mandatory safety inspection program. This is called the Periodic Mandatory Vehicle Inspection (PMVI) program for Commercial Vehicles.
 - On-road inspections are done by enforcement agencies. Inspectors may do an inspection and/or ask for your inspection report.
 - Inspection stations are setup on the highway and if the lights are flashing, all commercial vehicles or combinations weighing 4,500 kg or more are required to report in.
 - En route inspections are best practice and may be required by your employer. This type of inspection focuses on your safety and your duty of care as a driver of a commercial vehicle.
 - Post-trip inspections are also not specifically required by regulation but it may be part of your company policies to perform a walkaround to identify issues early and to leave the vehicle safely and securely.
 - Daily inspections are required by law and the reporting of them is also regulated by the government. While it isn't specified when and how to do a daily inspection, there are best practices that are shared in our training program. As well, your employer may have specific inspection procedures and processes to follow.

Daily, en route and post-trip inspections should be documented in your log book.

Types of Inspections

Some inspections are required by law and other inspections are recommended for best practices and road safety considerations.

- Periodic Mandatory Vehicle Inspection Program (PMVI)
- On-road Vehicle Inspections
- Vehicle Inspection Stations
- En route Inspections
- Post-trip Inspections
- Daily Inspections



Daily, en route and post-trip inspections should be documented in your log book.



Slide: 8

Type: Presentation

- ◀ A PMVI is issued when the vehicle passes the inspection. The carrier receives a Commercial Vehicle Inspection Certificate with 2 decals. The carrier must put one decal on the windshield and the other goes on the inspection certificate.
- The PMVI for Commercial Vehicles is not a replacement for the ongoing preventive maintenance carried out by vehicle owners, but rather sets the standards for owners' maintenance programs.

Periodic Mandatory Vehicle Inspection

- Sets the standards for owners' maintenance programs
- Provides a commercial vehicle inspection certificate and decal
- Does not replace ongoing preventive maintenance carried out by vehicle owners



📄 Optional handout **National Safety Code Standard 11 Maintenance and Periodic Inspection Standards** that provide guidance in identifying defective conditions can be found here:
https://ccmta.ca/images/publications/pdf/CCMTA_NSC_Standard_11_-_January_2020_-_English.pdf



Slide: 9

Type: Presentation

- On-road inspectors may also inspect vehicles.

CVSA inspections are conducted by individuals certified as inspectors under the CVSA program. The program is designed to promote the safe operation of heavy vehicles, and is used throughout North America. All of Manitoba's Motor Carrier Enforcement Officers (MCEOs) are certified inspectors, and so are some members of other agencies such as the RCMP and the Winnipeg Police Service.

The inspections are usually random and may be conducted at weigh scales or roadside.

On-Road Vehicle Inspections

- Commercial Vehicle Safety Alliance (CVSA) inspections
- Promotes safe operation condition of commercial vehicles
- Results are recorded on carrier profile
- Certified inspectors of CVSA program are MB Motor Carrier Enforcement Officers, RCMP and local police service
- Conducted at random, at roadside or at weigh scales



i Details on CVSA inspections are found on the MB Motor Carrier website, https://www.gov.mb.ca/mit/mcd/safety_monitoring/cps/index.html

Slide: 10

Type: Presentation

- The level of inspection performed may be any one of the following:

- Level 1 – complete inspection of the vehicle and driver
- Level 2 – walkaround inspection of the vehicle
- Level 3 - inspection of the driver only
- Level 4 – special inspection of one or more components
- Level 5 – complete inspection of the vehicle without the driver

The inspectors confirm all information required to be on a report is accurate and completed in full. You may also be required to produce documents upon request, such as a Safety Fitness Certificate, daily logs, and insurance documentation.

On-Road Vehicle Inspections

May involve:

- Complete inspection of the vehicle and driver
 - Walk around inspection of the vehicle
 - Inspection of the driver only
 - Special inspection of one or more components
 - Complete inspection of the vehicle without the driver
- Drivers may also be required to produce documents upon request, such as:
- Safety Fitness Certificate
 - Daily logs
 - Insurance documentation



Slide: 11

Type: Presentation

- A common misconception regarding vehicle inspection stations is that only large commercial vehicles have to report. The law is that all commercial vehicles or combinations weighing over 4,500 kg are required to report to inspection stations when the lights are flashing.

When reporting to a weigh station:

- If you are operating a motor vehicle that is required to report, if the vehicle is loaded, drive slowly across the scale lane. If empty, drive slowly in the lane beside the scale lane.

Vehicle Inspection Stations

Who reports to inspection stations:

- All commercial vehicles over 4500 kg
- When lights are flashing = It's the Law!

When loaded:

- Drive across scale

When empty:

- Drive beside scale

Light board will provide instructions.





- Whether loaded or empty, watch the light board for instructions. If the “STOP” light is activated, stop the vehicle and wait for further instructions. If the “BACK UP” light is activated, slowly and safely back the vehicle up keeping in mind there may be other vehicles behind you. If the “PARK” light is activated, park the vehicle in the lot and bring all of the vehicle and driver documents to the scale building.

Slide: 12

Type: Presentation

- ◀ In addition to a pre-trip inspection, you are required to monitor the condition of the vehicle(s) for defects while en route.

The perfect time for an en route inspection is when you need to rest and check your cargo. Your vehicle will have been on the road for some time and you will be able to see if everything is still secure and working the way it should.

Your Rest and Check should be scheduled according to National Safety Code (NSC) requirements and your company’s policy.

? How and when would you pull off the road for a rest and check?

- ▶ Have a class discussion about when and how to safely pull off the road for a rest/vehicle check. Write down student responses and then Click to Animate the list.

- ◀ Make sure the vehicle is completely off the road.

You should be able to enter and exit a rest or check stop so that you do not have to back the vehicle.

Do not stop at the bottom of a hill or on an uphill slope.

The stop area should have an adequate acceleration lane to allow you to merge onto the highway at the appropriate speed.

After class you should refer to your exercise book for a list of what to check for en route inspections. You will be assessed later on your en route inspection.

En Route Inspections

Performed at a Rest and Check

- Hours or Service regulation
- NSC Cargo Securement
- Company policy
- Pull off the road safely and ensure:
 - Vehicle is off the road
 - Enter and exit stop location without backing
 - Not at the bottom of a hill or on an uphill slope
 - Adequate acceleration lane



Slide: 13

Type: Presentation

- ◀ Post-trip inspections are completed at the end of the shift. It will identify service or repairs required before the next trip. The report should include any problems discovered during the trip. Postponing inspections can result in problems that are frustrating, time-consuming and costly.

- ▶ Let the students know that they will be given time to observe as well as complete pre-trip, vehicle check and post-trip inspections during their training.

- ◀ Refer to your exercise book for a list of what to check for post-trip inspections. You will be assessed later on your post-trip inspection.

Post-Trip Inspection

- Completed at end of shift
- Include any defects found during the trip
- Check the following:
 - Vehicle body condition
 - Exterior lights
 - Suspension, wheels, tire pressure
 - Fuel cap, mud flap, leaks
 - Seats, seat belt
- Ensure vehicle floor is clean
- Complete log book





Slide: 14

Type: Presentation

? Where do you think you can find information about this daily inspection that is required by law?

► Wait for student answers.


◀ Manitoba's vehicle inspection legislation can be viewed on the Manitoba Infrastructure website. Links to this website are found in the front of your textbook.

The specific time of day to perform the daily inspection and complete the report is not specifically stipulated by regulation. It is most commonly performed pre-trip and this is good practice before you head out on the road.

► Show where the list of items to inspect is in the **textbook**. Explain that the textbook goes into detail of how to do the inspection and what you are looking for when identifying defects.

Daily Inspection

- Required by law
- List of what to inspect in MB regulation


 Vehicles not meeting requirements can be taken out-of-service until repairs are made, resulting in fines and points assessed on the Carrier Profile or the driver's Commercial Driver Abstract.




Slide: 15

Type: Presentation

◀ When we talk about daily inspections, this also includes an air brake inspection. As this was covered in the last lesson, refer to your Air Brake Manual for the details of the items to be inspected. When it's time for in-yard practical training, we will use the inspection defects table in your exercise book in conjunction with the textbook.

 Hand out a copy of the **Air Brake Manual** or demonstrate on the screen where to find a copy of the Manual.

 An electronic copy of the **Air Brake Manual** can be found on the MPI website.
<https://www.mpi.mb.ca/Documents/AirBrakeManualNEW.pdf>

Air Brake Daily Inspection

- Warning System Operation
- Compressor Operation
- Governor Operation
- Leak Test
- Tractor Protection Valve
- Trailer Supply Valve
- Pushrod Travel
- Brake Performance Test



Slide: 16

Type: Exercise

◀ You have 30 minutes to complete Exercise 1 and 2 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 4 - Exercise Book Answer Key** at the end of the lesson for them to review on their own time.

Exercises: 1 and 2


- Time: 30 minutes
- Complete Exercise 1: Inspection Reports
- Complete Exercise 2: Compliance





Daily Inspections

Objectives: In this section, students will learn about daily inspections in detail including what to do to get ready for an inspection.

 **Time: 110 minutes**

Slide: 17

Type: Section Break

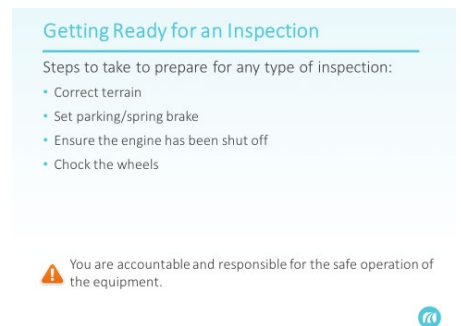
- ▶ After completing this section, you should be able to:
 - Conduct daily inspections and identify each of the minor and major defects as listed in the Manitoba Regulations
 - Conduct regular pre-trip, en-route and post-trip vehicle inspections



Slide: 18

Type: Presentation

- ◀ Before beginning the inspection, you need to get your vehicle and yourself ready.
 - Choose terrain that is as level as possible and park the vehicle safely away from traffic. Set the parking/spring brake. For manual transmissions, place the transmission in low gear.
 - Ensure that the engine has been shut off unless part of the inspection requires otherwise.
 - Chock the wheels and ensure the chocks will keep the vehicle from moving, especially for vehicles equipped with air brakes that are released later. The minimum size for square blocks should be 15 by 15 centimetres.
 - You are responsible and accountable for the safety and operation of the equipment to ensure that it meets mechanical and safety standards. It is essential that you inspect your vehicle before departing on a trip.
 - You will be required to walk around the entire vehicle. You will inspect a number of items both inside and outside of the tractor and trailer. The inspection will take you full circle around the vehicle.
- ▶ Remind students that chocking wheels will be covered in detail later in the lesson.





Slide: 19

Type: Presentation

- ◀ You are accountable for the safety and well-being of yourself, co-occupants and the goods you transport, as well as others you share the road with. Trip inspections are a part of being a responsible driver.

Approaching the truck is a good opportunity to assess the overall condition of the truck. You may choose an inspection procedure (for example, circle procedure) that best suits the vehicle and its location. However, whichever procedure is used, each regulated inspection item must be inspected, and where a defect is discovered, the defect must be recorded on the report and reported to the carrier.

The amount of time required to complete the trip inspection may vary. Vehicle components, equipment, systems, and other features may vary from one vehicle to another.

You must wear the appropriate Personal Protective Equipment (PPE) during inspection activities in accordance with the Occupational Health and Safety Regulations, 1996. **Your safety is of the utmost importance.**

? Where can you find information about workplace safety and health?

- ▶ Wait for student responses.

① Information about staying safe on the job at the Workplace Health & Safety – Government of Manitoba website and Safe Work Manitoba website:
<https://www.manitoba.ca/labour/safety/>
<https://safemanitoba.com/>

- ▶ You may wish to play a video about the importance of PPE, similar to these videos:
<https://safetydriven.ca/topic/personal-protective-equipment/>
<https://www.youtube.com/watch?v=YcwNEtVigow>
- ▶ Refer to MELT REQUIREMENTS FOR **PERMITTED** CLASS 1 DRIVING SCHOOLS for PPE requirements

Performing Inspections

Trip inspections are a part of being a responsible driver and part of your Duty of Care.

- Choose an inspection procedure
- Each regulated inspection item must be inspected
- Results of inspection recorded and reported
- Time to inspect varies

⚠ Always wear Personal Protective Equipment (PPE) when inspecting a vehicle.



Slide: 20

Type: Presentation

- ◀ Carriers are required to supply drivers with a copy of the inspection schedule or equivalent (Schedule A in the Manitoba regulation). You are required to carry and present the inspection schedule to an enforcement officer. An electronic copy is acceptable. The Manitoba regulation is part of the Highway Traffic Act and can be found there. You have been provided a copy of Schedule A.

Schedule A is based on National Safety Code Standard 13, which is published by the Canadian Council of Transport Administrators (CCMTA). Some companies and organizations also produce and sell schedules and report forms.

Daily Inspection Requirement

MB Regulation Inspection Schedule A

- Copy provided by carrier
- Must be carried by driver
- Must be presented if requested
- Based on NSC Standard 13





Hand out a copy of the **Manitoba Commercial Vehicle Inspection Regulation Schedule A.**

Schedules may be viewed at: <http://www.ccmta.ca> or <https://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=95/2008>

Slide: 21 **Type: Presentation**

- Set the parking brake when the vehicle will remain in a position for some time and whenever you are not at the controls.

Turn off the engine to prevent idling.

If the engine must remain running, place the transmission in neutral, set the parking brake, and set the idle to 1000 rpm to maintain water temperature (especially in the winter).

To release the parking brake, first cover the service brake, release the parking brake, give full application to the service brake, and then put the transmission into gear.

Chock blocks (chocks) should be used in addition to the parking brake to ensure the vehicle remains in position when you are not in control.

Chocks are wedges of sturdy material placed closely against a vehicle's wheels to prevent accidental movement. The bottom surface is sometimes coated in rubber to enhance grip with the ground.

Preparing for an Inspection

Set the parking brake:

- When the vehicle is to remain in a position for some time and whenever the driver is not at the controls

Use chock-blocks in addition to the parking brake.



Textbook Reference: Section 4 – Vehicle Inspections – The Inspection Process – Chocking the Wheels.

Slide: 22 **Type: Presentation**

- When using a chock:
 - Ensure the chock is centered and squared with the tire
 - Position the chock snugly against the tire, with about 1 in. (25.4mm) of the chock extending from the edge of the tire
 - Always use chocks in pairs
 - Chocks must be positioned downhill and below the vehicle's center of gravity
 - On a downhill grade, position the chocks in front of the front wheels.
 - On an uphill grade, position the chocks behind the rear wheels.
 - On a level grade, position the chocks on the front and back of a single wheel

Wheel Chocks

Using wheel chocks:

- Always ensure the chock is centered and squared with the tire
- Always use wheel chocks in pairs
- Wheel chocks must be positioned downhill and below the vehicle's center of gravity
 - On a downhill grade - in front of the front wheels
 - On an uphill grade - behind the rear wheels
- On a level grade - position the chocks on the front and back of a single wheel





Slide: 23

Type: Presentation

- ◀ Additionally, there are other conditions that must be considered when using chocks:
 - Smaller tires require smaller chocks, while larger tires require larger chocks.
 - Heavier vehicles require larger chocks than lighter vehicles.
 - Chocks need to be positioned in different ways depending on if the ground is level or not.
 - Ensure the chocking configuration is correct based on surface grade.

Wheel Chocking Considerations

Tire size

- Smaller tires require smaller chocks, while larger tires require larger chocks

Gross vehicle weight

- Heavier vehicles require larger chocks than lighter vehicles

Level or grade of the ground surface

- Chocks need to be positioned in different ways
- Ensure chocking configuration is correct based on surface grade



Slide: 24

Type: Presentation

- ◀ Radial tires, by design, deflect more than bias-ply tires. While this flexibility allows the vehicle to move more smoothly, it also allows the tire to wrap around the wheel chock, which reduces the chock's effectiveness.

To combat this, vehicles with radial tires should be chocked with larger wheel chocks.

Wheel Chocking Considerations

Radial Tires vs. Bias-Ply Tires

- Radial tires deflect more than bias-ply tires
- Wrap around the wheel chock, reducing effectiveness
- Radial tires should be chocked with larger wheel chocks



Slide: 25

Type: Presentation

- ◀ It is important to monitor tire pressure, especially in harsh environments. Improperly inflated tires can lead to chocking failures.

Whether the ground is firm, soft, wet, dry, icy, or frozen is a key determination in the type of chock to use. For frozen or icy terrain, choose a chock with a cleated bottom. For extremely wet or muddy terrain, multiple chocks may be necessary to ensure safe chocking.

Wheel Chocking Considerations

Tire pressure variance due to environment

- Improperly inflated tires can lead to chocking failures

Condition of the ground

- Whether the ground is firm, soft, wet, dry, icy, or frozen determines the type of chock to use





Slide: 26

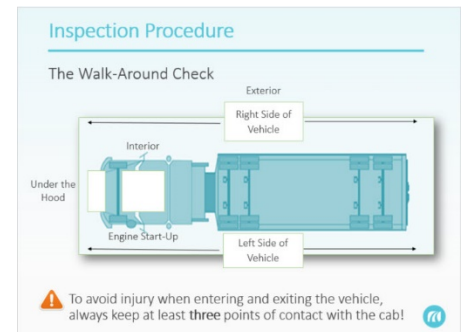
Type: Presentation

- ▶ Do a walkaround before starting any trip. The trip inspection may be done in any order, but make sure you check everything and always make a complete circle around the vehicle.

In the daily walkaround procedure, you will check items in these categories:

- Under the Hood
- Exterior
- Interior (before engine startup)
- Engine Startup

To avoid injury when entering and exiting the vehicle, always keep at least three points of contact with the cab!



- ▶ Click to reveal the first section to inspect: Under the Hood. Ask students to read from their textbook. They should read the item they are inspecting and the details to identify major and minor defects.

Once this section is complete, click to hide Under the Hood, and click again to reveal Exterior, Interior, and Engine Startup. Continue reviewing with the students.

- ① Instructors may also wish to provide a copy of the National Occupational Standard Commercial Vehicle Operator document at this time, found here:

<https://www.cvsa.org/wp-content/uploads/International-Roadcheck-Vehicle-Inspection-Cheatsheet.pdf>

- ① The following FAQ can also be reviewed when discussing how to inspect certain items:

https://ccmta.ca/images/pdf-documents-english/nsc_standard_13_QA.pdf

- ▶ The following video can be played from the MELT curriculum website:
<https://apps.mpi.mb.ca/MELT/videos/Vehicle%20condition.wmv>. The file should open in your computer's default media program. Alternatively, you may choose to play another appropriate video that demonstrates vehicle inspections.



Slide: 27

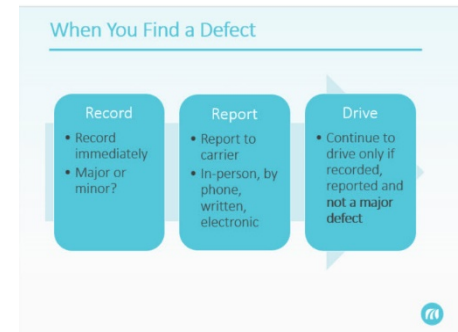
Type: Presentation

- Recording Defects: You are required to record a defect on the report immediately after the initial inspection or upon discovery of a defect while travelling or when discovered at the end of a trip or day.

Reporting Defects: Minor defects and major defects, which are listed in the Manitoba Regulation Schedule A, must be reported immediately by you or the inspection person to the carrier upon discovery. Depending on your situation, reporting defects to the carrier may be done in person, by phone, via written report or through electronic means.

Driving with Defects: You may continue to drive with a minor defect that is listed on an inspection schedule if you have immediately entered the defect on the daily inspection report and reported the defect to the carrier.

No carrier shall permit a person, and no person shall drive a commercial vehicle on a highway when a major defect that is listed on an inspection schedule is present on the vehicle.



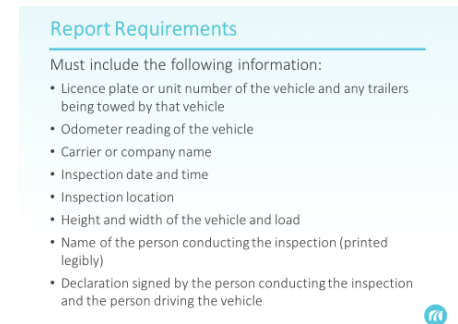
Slide: 28

Type: Presentation

- All details of the inspection, including any defects, must be recorded on a trip inspection report form, either on paper or electronically.

The regulations do not state what type of form must be used; however, whichever form you choose, it must include the following information:

- Licence plate or unit number of the vehicle and any trailers being towed by that vehicle
- Odometer reading of the vehicle
- Carrier or company name
- Inspection date and time
- Inspection location
- Height and weight of the vehicle and load
- Name of the person conducting the inspection (printed legibly)
- Declaration signed by the person conducting the inspection and the person driving the vehicle (if different from the person conducting the inspection) stating that the vehicle, and any trailers being towed, have been inspected in accordance with the applicable requirements





Slide: 29

Type: Presentation

- ◀ Your textbook and exercise book contain a copy of the regulation Schedule A which is the list of defects. Your exercise book contains a sample inspection report. These are for reference only. Check with your employer to determine if the company has its own forms for recording vehicle condition. A schedule and an inspection report may be combined on the same document.

Once a daily inspection report has been completed, the trip inspection is valid for a maximum of 24 hours.

On the demand of a peace officer, you must produce the inspection schedule and the written trip inspection report.

Inspection reports may be completed and signed off by you as the driver or another qualified individual, such as maintenance or yard staff. This person is responsible under law for the inspection and the information contained in the inspection report.

You are not permitted to drive a truck or tow a trailer unless a qualified individual has conducted an inspection of the vehicle within the previous 24 hours.

Vehicles that do not meet the requirements can be taken out-of-service until repairs are made. This can result in fines and points assessed on the Carrier Profile or your Commercial Driver Abstract.

The following documents are samples of inspection reports.

- ▶ Click to animate, twice, to show 2 samples of inspection reports.

❗ The following podcast can be shared in the class. It is hosted by Trucking Safety Council of BC so anything specific to BC regulations would not apply. However, it is based on the National Safety Code and is a reliable resource.
<https://www.safetydriven.ca/resource/pre-trip-report/>

Filling out a Report

- Report Documentation
 - Carrier may combine into schedule document
 - May be a separate report
 - Samples provided in textbook and exercise book
- Valid for 24 hours
- Must be presented to enforcement as requested
- May be completed by you or other qualified staff



Slide: 30

Type: Presentation

- ◀ Upon completion of a trip inspection form, you must forward the original report to the home terminal of the carrier within 20 days. The carrier is then responsible for storing this record in its principal place of business within 30 days of receiving the report. Each inspection form must be kept in chronological order for each vehicle for at least six months after receiving it.

? Are there any questions about inspection reports?

- ▶ Wait for students to answer.

Upon Completion of Report

- Send original report to home terminal within 20 days
- Carrier stores the records
- Each inspection for each vehicle kept for a minimum of 6 months





Slide: 31

Type: Exercise

- ◀ You have 15 minutes to complete Exercise 3 and 4 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 4 - Exercise Book Answer Key** at the end of the lesson for them to review on their own time.


Exercise: 3 & 4

- Time: 30 minutes
- Complete Exercise 3: Completing a Report
- Complete Exercise 4: Identifying Defects





Wrap Up

 **Time: 20 minutes**

Slide: 32 Type: Discussion

? Who is required to stop at a vehicle inspection station?

► Animated slide: click to reveal the answer.

Review

Who is required to stop at a vehicle inspection station?



Answer: All commercial vehicles over 4,500kg.



Slide: 33 Type: Discussion

? How long is a daily inspection report valid for?

► Animated slide: click to reveal the answer.

Review

How long is a daily inspection report valid for?



Answer: 24 Hours



Slide: 34 Type: Discussion

? Which of these inspections do you need to document in your log book?

- ☐ Pre-trip
- ☐ Post-trip
- ☐ En route

► Animated slide: click to reveal the answer.

Review

Which of these inspections do you need to document in your log book?

- Pre-trip
- Post-trip
- En route



Answer: All of them





Slide: 35

Type: Presentation

- Review the textbook and supporting materials that you received today.

After-Class Assignment

- Review the textbook and supporting materials



Slide: 36

Type: Presentation

- In this module we have discussed the legislation around vehicle inspections as well as inspection stations. We discussed at length how to complete your pre-trip, en route and post-trip inspections. You should have a better understanding of what is required of you to ensure the vehicle is in proper working order prior to setting out. You should now understand how to fill out Schedule 1, and document the pre-, post- and en route inspections in your log books.

Next, we will go into the yard and you will complete a daily inspection and the appropriate paperwork.

Summary

You should now be able to:

- Inspect and maintain commercial vehicles
- Identify the general components of a Class 1 vehicle to conduct daily inspections
- Explain the functions of Class 1 vehicle components listed in NSC 13 Schedule 1 to conduct pre- and post-trip inspections



- Remind students about recording time in their log sheets for in-yard and in-cab activities. All this time is to be recorded in the logs using the templates provided with the curriculum materials or with other similar sheets that meet regulatory requirements.



Practical In-Yard Training

Time: 420 minutes

Preparation

- Organize students and time in-yard in order to maximize efficiency.
- Print **Lesson 4 - Practical Job Aid 1** for each student.
- Print **Lesson 4 - Practical Job Aid 4** for each student.
- Ensure yard is prepared for training.

Slide: 37

Type: Practical Training

- ▶ You will head out to the yard where an instructor will identify each component and system that needs to be inspected, and explain how to identify minor or major defects. Then you will do the same inspection.

You may wish to take your textbook with the inspection details as it provides details on what you are looking for when doing an inspection.

You will need your exercise book, which has the inspection form and sample report. Each time you attempt the activity during training, you will be provided a copy of your assessment, which you can then review to improve your skills in this area.

? Are there any questions about the practical training?

- ▶ Wait for students to respond and answer any questions that come up.
- ▶ At the end of the classroom session, the instructor and the students will proceed to the yard for the vehicle inspection activities. The instructor will have about 1 hour, 30 minutes to demonstrate the vehicle inspection activities (pre-trip, en route, post trip inspection) to the student, after which the student will perform the activities.
- ▶ The students will have a minimum of 5 hours, 30 minutes to practice the vehicle inspection activities (pre-trip, en route, post trip inspection) throughout the course. This time may be split up and used in 30-minute increments throughout the length of the course as it may be helpful to demonstrate best practices for en route and post-trip in a different session. **Make decisions about how to organize yard time based on numbers of students, available instructors for proper yard ratio, and physical training space.**
- ▶ Other Lesson 4 – Practical Job Aid 2 and 3 may be used throughout the student's practice driving time or may be used throughout the course.

Practical In-Yard Training

Practical Time In-Yard

- Resources to take with you:
 - Textbook
 - Exercise book





Practical In-Yard Assessment

 **Time: 60 minutes**

Preparation

- Ensure the yard is set up for assessment.
- Print the **Practical Assessment Rubric Evaluator Job Aid** for the evaluator.
- Review **Performing Practical Assessments**.
- Print **Lesson 4 – Practical Job Aid 4** for each student
- Prepare to record assessment performance either on printed **Lesson 4 – Practical Job Aid 1** sheets or directly into the **Practical Assessments** Excel file.
- Ensure you have access to the **Practical Assessments** Excel file.
- Print **Instructors Class Summary**.
- Print **Instructors Student Summary**.


Slide: 38

Type: Practical Assessment

- ▶ You will now have a practical assessment where your instructor will assess your understanding and skill competency. This final in-yard assessment will count towards your final course mark. Each time you attempt the activities, your instructor will provide you with a copy of your in-yard assessment which you should review to improve your skills in this area.

? Are there any questions before beginning the practical assessment?


- ▶ Wait for students to respond.

 You must be familiar with the assessment rubric before evaluating the student's practical knowledge and skills.

- ▶ The instructor will evaluate students using the practical assessment sheet. The list may then be shared with the student to improve their performance. Use one practical assessment sheet each time the student performs the activities.

A minimum of one hour will be used for in-yard assessment.

Check the recorded time in the log as well to confirm accuracy and proper completion of required paperwork for Hours of Service compliance.

 Use the rubric for evaluating in-yard and in-cab assessments. You are required to enter the results of the assessments in the Excel spreadsheet to calculate the final grades. Assessment sheets can then be printed and signed.

Practical In-Yard Assessment

Practical Time In-Yard

- Blank Inspection Report
- 60 minutes to complete



