

## BC LICENCING, REPORTING AND INSPECTION REQUIREMENTS OVERVIEW

(as of October 15, 2009)

### DEFINITIONS:

**“Commercial License”** - A Class 1, 2, 3 or 4 commercial driver's licence allows Drivers to drive commercial vehicles — for example, taxis, ambulances, school buses and vehicles with more than two axles such as dump trucks and large commercial transport trucks

**“Air brake endorsements”** - To operate vehicles equipped with air brakes on a highway, Drivers must have a B.C. driver's licence with an air brake endorsement. Typical vehicles with air brakes include dump trucks, large transport trucks (the cabs and/or trailers) and many types of buses. Some motor homes also have air brakes. There are two types of air brake endorsements:

**On-highway** — Drivers need this endorsement if Drivers have a B.C. driver's licence and are going to drive air brake equipped vehicles on a highway.

**Off-highway (industrial)** — Drivers need this endorsement if Drivers are going to operate air brake equipped vehicles on industrial roads. An industrial road is most often a road used for transporting natural resources, like a logging road. There are two types of industrial air brake endorsements:

- **Restriction Code 18** permits Drivers to drive on industrial roads while operating an unlicensed single-unit vehicle equipped with air brakes.
- **Restriction Code 19** permits Drivers to drive on industrial roads while operating an unlicensed single-unit vehicle or a combination vehicle equipped with air brakes.

To get an industrial air brake endorsement:

1. Drivers must first be sponsored by a Company that operates on industrial roads.
2. The Company must have confirmation of a completed medical on file. (Medical forms can be obtained at a driver licensing office).
3. After a training period of not more than 30 days the Company may write a letter of proficiency and an applicant may apply to write the industrial air exam.

### **“Out of Province” Driver’s Licences – if you hire someone to driver your vehicle with a non BC licence**

Non-resident drivers can operate in BC for a maximum of 6 months consecutive before they have to get a BC licence. British Columbia has driver licence exchange agreements with these jurisdictions. Drivers may exchange their other licence for *an equivalent class B.C. driver's licence*. BE ADVISED THAT QUEBEC’S CLASS 4 LICENCE IS NOT EQUIVALENT TO BC’S. Quebec Class 4 is for small buses, taxis or

emergency vehicles only. The Quebec equivalent to BC's Class 4 is a Class 3 (can tow trailers, vehicle net weight over 2000 kgs; 2 axles 4500 kgs)

### **“Worker Transportation Vehicle” WorkSafeBC Regs Part 17 Transportation of Workers**

“ a motor vehicle provided by or arranged by an employer to transport 3 or more workers to and from, or to or from, a workplace” ( Jan 09)

### **Driving an RV**

Drivers usually do not need a commercial licence to drive a motor home. However, Drivers may need a special endorsement if the motor home is towing something in excess of 4600 kgs. Drivers will also need an air brake endorsement if the motor home has air brakes.

### **Towing a trailer or towing with a fifth wheel**

Drivers do not need a commercial licence (Class 1, 2, 3, 4) if they will be using a passenger vehicle to tow a trailer or while towing with a fifth wheel. However, Drivers may need a special endorsement (called a restriction) on their passenger vehicle licence. This endorsement may require that Drivers take a commercial vehicle licence test. The requirement this endorsement depends on the total weight of the towed vehicle.

### **NATIONAL SAFETY CODE**

The National Safety Code (NSC) is a set of national standards supported by provincial regulations. The program establishes management and performance requirements for commercial carriers. The NSC standards establish minimum safety standards for commercial vehicles and drivers.

### **What vehicles are included in the National Safety Code Program?**

- Commercial vehicles licensed with a gross vehicle weight of more than 5,000 kg.
- Vehicles operating under the Passenger Transportation Act.
- Commercial Vehicles that have a seating capacity of 10 or more passengers plus the driver

### **National Safety Code Safety Application -Who must have a Safety Certificate?**

Anyone who owns, leases or determines the uses of a vehicle that is used for a business purpose and has a gross vehicle weight (GVW) of more than 5,000 kilograms, *or* is a bus, taxi or limousine.

You can get a free copy of the application package by contacting the NSC application office at (250) 952-0576, picking one up at any B.C. weigh scale or driver licensing office, or download from [http://www.th.gov.bc.ca/CVSE/national\\_safety\\_code/nsc\\_application.htm](http://www.th.gov.bc.ca/CVSE/national_safety_code/nsc_application.htm)

**Meeting National Safety Code Obligations in BC** -A reference and how-to guide to help carriers meet their National Safety Code (NSC) obligations in British Columbia. Length: 59 pages. This guide tells carriers what records they must collect and keep. There are tips on how to simplify your record keeping as well as a wide variety of good business ideas. Every form in the guide is replicated in Section 4 for Drivers to download and use. Very helpful and practical for:

- new carriers
- experienced carriers who want to improve their record keeping and safety practices
- any carrier wanting to know what a safety inspector will be looking for during an NSC audit

Pick up a free copy from any ICBC Driver Services Centre, weigh scale, or carrier safety inspector's office. To have a copy sent to you, call 250-952-0576 or fax Driversr request to 250-952-0578. Or, download the guide at

[http://www.th.gov.bc.ca/CVSE/references\\_publications/carrier\\_safety\\_guide/carrier\\_safety\\_guide.htm](http://www.th.gov.bc.ca/CVSE/references_publications/carrier_safety_guide/carrier_safety_guide.htm)

### [Section 1 - Introduction](#) (22KB)

This section gives an overview of Drivers NSC obligations as a carrier in British Columbia. It also tells owners how your business will be monitored.

### [Section 2 - Setting Up Drivers Business Records](#) (422KB)

There are four parts in this section. Each focuses on a particular area of carrier responsibility. These four parts are:

- drivers
- hours of service
- vehicles
- special safety requirements

### [Section 3 - Contacts and Additional Information](#) (521KB)

This section provides useful names, address, phone numbers, Web sites and explanations for common abbreviations.

### [Section 4 - Forms](#) (1MB)

Here owners will find all the forms shown in Section 2. The forms are blank and ready to print and use. Please ensure you print and complete both pages of the National Safety Abstract Request Form if you plan to submit the form to ICBC.

## [Section 5 - NSC Certificate Application](#) (687KB)

This section contains information and forms required to be completed in order to apply for a National Safety Code (NSC) Certificate. It is important that owners familiarize themselves with the contents of the Carrier Safety Guide before they complete the application.

### **TRANSPORTATION OF WORKERS -SEATBELT REQUIREMENTS**

**WorkSafeBC** has changed Part 17 (1.2), Transportation of Workers, to include seatbelts for all workers; and 17.2.1 says operators (drivers) **MUST NOT MOVE THE VEHICLE** until all passengers are securely belted in.

### **CARGO SECUREMENT REQUIREMENTS**

NSC Standard 10 Cargo Securement regulations apply to a vehicle or combination of vehicles transporting cargo on a highway AND exceeding a registered gross vehicle weight of 4500 kgs. The complete Standard 10 pdf file is available at <http://www.th.gov.bc.ca/cvse/acts-regulations.htm> . Drivers must check their loads after the first 80 kms travelled, and then every 3 hours or 240kms after that.

### **INSPECTION Requirements WorkSafe Regulations 17.2-2 Operation and maintenance - Revision January 1, 2009**

Section 17.2(b) of the *OHS Regulation ("Regulation")* states:

If workers are to travel in a worker transportation vehicle, the employer must first ensure that ...

(b) an inspection of the worker transportation vehicle has been conducted by a qualified person before first use on a work shift, and

Section 17.2.1(1) of the *Regulation* states:

The operator of a worker transportation vehicle must ensure that the worker transportation vehicle has been inspected by a qualified person before first use on a work shift. An inspection before first use on a shift should include at least a visual inspection and/or a function check of:

- Wheels, rims, lug nuts, and tires, including the spare tire
- Service brakes, including trailer brake connections and brake adjustment
- Parking brake
- Steering mechanism
- Lighting devices and reflectors, including back up lights
- Windshield wipers
- Securing of material and tools, including any coupling devices
- Emergency equipment, including first aid equipment
- Glazing
- Rear vision mirrors
- Horn
- Lights, including back up lights

- Turn signals
- Engine oil, and coolant levels and fan belts

Note: many of the above inspection items are mandatory daily inspection or check requirements for a commercial motor vehicle being operated under the jurisdiction of the *Motor Vehicle Act Regulations* (section 37.22 is the applicable part of those regulations)

### **WorkSafeBC Section 16.34 Start of shift inspection**

- (1) The operator must inspect the equipment before the start of operation on the shift and thereafter as required to ensure the safe operating condition of the equipment.
- (2) The operator must report defects and conditions affecting the safe operation of the equipment to the supervisor or employer.
- (3) Any repair or adjustment necessary for the safe operation of the equipment must be made before the equipment is used.

### **AND Section 4.9 Inspection and maintenance records**

- (1) If this Regulation requires a machine or piece of equipment to have an inspection and maintenance record, then an effective written or other permanent recording system or log must be immediately available to the equipment operator and to any other person involved with inspection and maintenance of the equipment.
- (2) The recording system must
  - (a) identify the make, model and serial number of the equipment, and the name and address of the current owner,
  - (b) contain an entry on each shift, signed by the operator of the machine or equipment, reporting the result of each start of shift inspection and safety check, and any observed defect, operating difficulty or need for maintenance occurring on the shift, and
  - (c) contain an entry signed by the person responsible for any test, inspection, modification, repair or maintenance performed on the equipment, summarizing the work done, indicating the status of the equipment or machine for further use, and if appropriate, noting where a detailed record of the test, inspection, modification, repair or maintenance can be obtained.

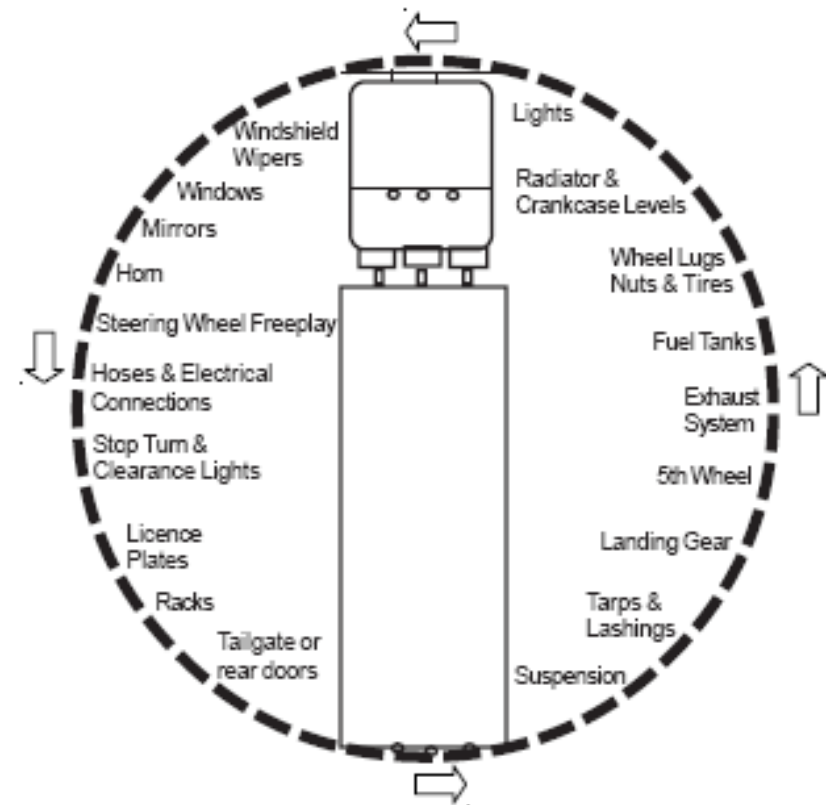
(3) If this Regulation requires a machine or piece of equipment to have inspection and maintenance records, then detailed reports of inspection, maintenance, repairs and modifications must be kept for the duration of the service life of the machine or equipment and must be reasonably available to the workplace and made available, upon request, to the operator and to anyone else involved in the operation, inspection, testing or maintenance of the equipment.

### **PRETRIP INSPECTIONS -The Circle Check**

This drawing shows a general method of making a systematic circle check before taking out a truck at the beginning of a day's work. Details of the check can, of course, be varied according to the type of vehicle, but generally the principle of making a complete circle should be followed in all cases. Be particularly cautious when you are walking with your back to traffic.

Before you begin:

- set the parking brakes
- shut off the engine
- block the wheels





## **Class 1 Commercial Licence**

**Minimum Age: 19**

- Semi-trailer trucks and all other motor vehicles or combinations of vehicles except motorcycles

### **OPERATING REQUIREMENTS**

- Pre and post-trip inspections required- must be documented
  - Must report to scales
  - Must stop at all brake checks
  - Must have semi-annual inspection
  - Must use log book
  - Hours of Service – Cycle 1 – 70 hours on duty per week; Cycle 2 – 120 Hours in 14 days
  - Must have NSC
  - Logging trucks – must also meet WorkSafeBC log book requirements (cycle times, and bunk & stake inspections (must be documented)
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## **Class 2 Commercial Licence**

**Minimum Age: 19**

- Buses, including school buses, special activity buses and special vehicles
  - Trailers or towed vehicles may not exceed 4,600 kilograms except if the bus and trailers or towed vehicles do not have air brakes
  - Any motor vehicle or combination of vehicles in Class 4
  - Pre and post-trip inspections required
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### **Class 3 Commercial Licence**

**Minimum Age: 18**

- Trucks with more than two axles, such as dump trucks and large tow trucks, but not including a bus that is being used to transport passengers.
- Trailers may not exceed 4,600 kilograms except if the truck and trailers do not have air brakes
- A tow car towing a vehicle of any weight
- A mobile truck crane
- Any motor vehicle or combination of vehicles in Class 5

#### **OPERATING REQUIREMENTS**

- Must keep log book if GVW is over 11,794 kgs
- Must report to scales if over 5,500 kgs
- Must stop at brake checks
- Must have semi-annual inspection if over 8400 kgs
- Must do load securement check every 3 hours or 240 kms
- Must have NSC
- Daily pre and post trips inspection – must be documented



### **Class 4 (unrestricted) Commercial Licence**

**Minimum Age 19**

- Buses with a maximum seating capacity of 25 persons (including the driver), including school buses, special activity buses and special vehicles used to transport people with disabilities
- Taxis and limousines
- Ambulances
- Any motor vehicle or combination of vehicles in Class 5
- Daily pre and post trip inspection- must be documented

## OPERATING REQUIREMENTS

- Must have NSC
    - **For crew transportation:** must have daily start-of-shift inspection, must be documented; Operator Responsibility- Vehicle must not be operated until all passengers are secured in seatbelts. Must be a seatbelt for each passenger.
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### Class 4 (restricted) Commercial Licence

**Minimum**

**Age 19**

- Taxis and limousines (up to 10 persons including the driver)
  - Ambulances
  - Special vehicles with a seating capacity of not more than 10 persons (including the driver) used to transport people with disabilities
  - Any motor vehicle or combination of vehicles in Class 5
  - Daily pre and post trip inspection – documentation required
  - **For crew transportation:** must have daily start-of-shift inspection, must be documented; Operator Responsibility- Vehicle must not be operated until all passengers are secured in seatbelts. Must be a seatbelt for each passenger.
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### Class 4 or 5 with heavy trailer endorsement (code 20)

**Minimum Age 18**

- Trailers or towed vehicles exceeding 4,600 kilograms provided neither the truck nor trailer has air brakes
- Any motor vehicle or combination of vehicles in Class 5

## OPERATING REQUIREMENTS

- Must report to scales if over 5,500 kgs
- Must stop at brake checks

- Must do load securement check every 3 hours or 240 kms
  - Log book not required if GVW is under 11,794 kgs
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**Class 4 or 5 with house trailer endorsement (code 51)**

**Minimum Age 18**

- Recreational (house) trailers exceeding 4,600 kilograms provided neither the truck nor trailer has air brakes
  - Any motor vehicle or combination of vehicles in Class 5
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**Class 5 or 7 Passenger Vehicle Licence**

**Minimum Age 16**

- Two axle vehicles including cars, vans, trucks and tow trucks
  - Trailers or towed vehicles may not exceed 4,600 kilograms
  - Motor homes (including those with more than two axles)
  - Limited speed motorcycles\*\* and all-terrain vehicles (ATVs)
  - Passenger vehicles used as school buses with seating capacity of not more than 10 persons (including the driver)
  - Construction vehicles (include tractors, graders, loaders, shovels, rollers, scrapers or other self-propelled road building machine used for highway grading, paving or other construction work.) Trucks, truck-tractors, mobile truck cranes or truck-mounted backhoes with three or more axles are not included.
  - Does not include Class 4 vehicles or motorcycles
  - **For crew transportation:** must have daily start-of-shift inspection, must be documented; Operator Responsibility- Vehicle must not be operated until all passengers are secured in seatbelts. Must be a seatbelt for each passenger.
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## **Class 6 or 8 Motorcycle Licence**

**Minimum Age 16**

Motorcycles, all-terrain cycles, allterrain vehicles (ATVs)

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