Everyone has a role to play where safety is concerned. Producers, transport coordinators, transport brokers and drivers must all ensure that the preventive rules and measures outlined in this guideline are implemented. With the exception of some general safety rules, the recommendations herein apply more specifically to vehicles that weigh 3000 kg or more.

Registration and various permits

1. Pursuant to the Act Respecting Owners, Operators and Drivers of Heavy Vehicles (OODHV), any person purchasing or renting a vehicle weighing 3000 kg or more, a bus, minibus, trailer or semi-trailer is required to register with the Commission des transports du Québec (CTQ) as an owner or operator, in order to obtain a Registre des propriétaires et des exploitants de véhicules lourds registration number (Numéro d’inscription au registre - NIR).

2. Once it has been obtained, the NIR must be given to the transport coordinator, or failing this, the producer or the latter’s agent and any other person submitting the registration request.

3. A record of the driver’s licenses of all drivers, registration numbers, rental contracts, license plate numbers, and insurance certificates for all production vehicles (including those of subcontractors) must be maintained and regularly updated to ensure all the information therein is valid and complies with applicable requirements. The record must be always accessible at the production office.

4. No vehicle may be used unless the driver holds a valid driver’s license (with classification and conditions corresponding to the type of transportation) that complies with the most recent applicable regulations.

5. The driver must at all times have on board his or her driver’s license, Registre number (NIR), rental contract, and vehicle registration and insurance certificates.

Condition of the vehicle

6. The producer or the transportation subcontractor must maintain the vehicles in good operating condition. Each day and each time they use a new vehicle, drivers must complete a Pre-trip Inspection Form, which must be given to the transportation coordinator or the producer or his agent. Vehicles must always have on board a sufficient number of Pre-trip Inspection Forms (refer to the Pre-trip Inspection Form in the Annex).

7. Vehicles with a major defect must never be used. Vehicles with a minor defect must be repaired within 48 hours of the defect being detected. Defects are described in the Pre-trip Inspection guide published by the Société de l’assurance automobile du Québec (Section 519.47 of the Québec Highway Safety Code). Refer to the Pre-trip Inspection Form in the Annex.

8. A record of the pre-trip verifications and maintenance done on all the vehicles must be maintained and regularly updated to ensure the vehicles are in good operating condition.

Hours spent working and driving

9. No worker may be required to drive a production vehicle unless at least eight (8) hours have passed since the end of a workday and the beginning of the next.

10. Each driver must complete a daily log of the hours driven and meals taken. The logs of the last seven (7) days and that of the current day, completed until the end of the activity, must always be kept on board the vehicle. A copy of all these documents must be given each day to the transportation coordinator, or to the producer or his agent (refer to the Daily Driver’s Log in the Annex).

11. Drivers must maintain a record of the hours driven and meals taken to ensure current Quebec Highway Safety Code standards are abided by.
Transportation of people and equipment

12. The producer or his agent must see to it that vehicles destined for transporting production team members or reserved for their use are supplied with first-aid kits and fire extinguishers.

13. The driver and all passengers must always wear their seatbelts.

14. Passengers must not be transported in a vehicle’s freight container or utility trailer if these have no approved seats installed.

15. Each vehicle must be provided with mandatory safety equipment (fire extinguisher, flares or other devices for pointing out one’s location) adapted to the type of vehicle, and a first-aid kit for production vehicles (refer to the Annex in Guideline 9).

16. The driver’s field of vision must always be unobstructed, and light equipment must be properly secured to prevent it from shifting and injuring passengers and workers. For cumbersome materiel, a sturdy structure must be installed to prevent the materiel from encroaching on the area reserved for passengers and workers.

17. The axle weight of an empty or loaded vehicle must always be safe. It is therefore crucial that all the manufacturer’s recommendations be followed regarding the maximum axial load, the position, configuration and number of passenger seats, and the loading and securing of equipment in the cargo area. Each passenger seat must also be equipped with a seat belt that meets current standards.

Transportation of dangerous substances

18. The employer must apply the Transportation of Dangerous Substances Regulation (R.S.Q., c. C-24.2, s. 622, 1st par., subpars. 1 to 8). This regulation specifies the safety requirements with respect to the handling, offering to transport, transportation and circulation of dangerous substances in Quebec.

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The Transportation of Dangerous Substances Regulation governs especially the supervision and training of drivers and handlers of dangerous substances such as propane, gasoline or diesel fuel, and pressurized gases such as nitrogen, oxygen or acetylene. The regulation also specifies the allowed quantities (weight and volume) and mixtures.

Using a public thoroughfare


20. The permits needed to authorize occupying public thoroughfares and partly or completely closing them to traffic must be obtained. Depending on the extent of the use of the public thoroughfare, regulation signage, conforming to the activity on the thoroughfare, must be used (for example speed limit signs).

21. Colour traffic cones must be set up in the loading and unloading zones, as stipulated in the Regulation respecting Road Signs.

Traffic circulation in the vicinity of workers

22. The speed limit of 10 km/h must be respected.

23. When a vehicle is moving around in reverse, the driver must request that a signaller direct the vehicle, and must use flashers and reversing sound signals.

24. Signallers must always wear or use the following basic safety items: a bib with reflecting strips in front and back, and a red or yellow flag. For working in interior locations or at night, the signaller must also use a flashlight with a reflecting cone. The signaller must know and use the traffic signals designed to direct the movements of production vehicle drivers (refer to the signal codes in the Annex).

General rules:

25. Driving a vehicle when tired or under the influence of alcohol, drugs or illegal substances is strictly forbidden.

26. Driving a vehicle while using a cell phone is forbidden, unless the driver is equipped with a hands-free system, a radiotelephone or a walkie-talkie with an ear piece.

27. When driving at night on private property, using position lights, at the very least, is recommended.

28. Posted highway speed limits must be respected.
References


Quebec Highway Safety Code, RSQ, c C-24.2.


Quebec. An Act Respecting Owners, Operators and Drivers of Heavy Vehicles. RSQ, c P-30.3.

Quebec. Regulation Respecting the Hours of Driving and Rest of Heavy Vehicle Drivers. RRQ, c C-24.2, r 28.


Quebec. Regulation Respecting Safety Standards for Road Vehicles.

Quebec. Regulation Respecting Drivers’ Permits. RRQ, c C-24, r 26.

Quebec. Regulation Respecting Road Signs. RRQ, c C-24, r 28.

Quebec. Transportation of Dangerous Substances Regulation. RRQ, c C-24.2, r 43.

Quebec. CSST. Règlement sur la santé et la sécurité du travail.

Complete the chart as follows:

a) For each activity:
   - Indicate the start and end times;
   - Draw a straight line between the time markers.

b) Write the name of the municipality or give the route and the milestone showing the distance in kilometres or miles, the province, territory or state where the driver’s duty status changed.

c) When deliveries made in a municipality result in driving hours being made up of short periods of duty, the driver may group the periods in order to indicate on the chart the hours spent driving and the other work hours.

d) On the right side of the chart indicate the number of hours spent on each activity; the total should equal 24 hours.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver’s name</td>
<td>Vehicle I.D.</td>
</tr>
<tr>
<td>Home base name and address</td>
<td>Business name and address</td>
</tr>
</tbody>
</table>

1 to 7-day cycle [ ] OR 2 to 14-day cycle [ ]

<table>
<thead>
<tr>
<th>Work start time – Use the local time at the home base</th>
<th>Total hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

- Resting hours, excluding time in a sleeper berth
- Resting hours spent in a sleeper berth
- Driving hours
- Working hours, excluding driving hours

Remarks: __________________________________________

Odometer reading at the end of the work day _______
Odometer reading at the start of the work day _______
Total distance travelled _______
# Pre-trip Inspection Report

<table>
<thead>
<tr>
<th>ITEMS TO BE CHECKED</th>
<th>SATISFACTORY</th>
<th>DEFECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service brakes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking brake</td>
<td></td>
<td></td>
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<tr>
<td>Steering</td>
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<tr>
<td>Horn</td>
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<tr>
<td>Windshield wipers and washer fluid</td>
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<tr>
<td>Rear-view mirrors</td>
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<tr>
<td>Emergency equipment</td>
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<tr>
<td>Lights and signals</td>
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<tr>
<td>Tires</td>
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<tr>
<td>Tires</td>
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<tr>
<td>Suspension</td>
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<tr>
<td>Chassis frame</td>
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<tr>
<td>Trailer hitch</td>
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<td></td>
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<tr>
<td>Securing devices</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**No defects found during pre-trip inspection:** ☐

Remarks (nature of defect):

Name of driver

Driver’s signature  

Maintenance crew member’s signature  
(bus, minibus or ambulance only)  

Operator’s or agent’s signature, if defects are found  

(Duplication authorized)

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**Source:** Pre-trip Inspection Report, SAAQ, 2005 edition.

**Note:** It is forbidden to drive a vehicle that has a major defect. Defects are defined in the Pre-trip Inspection Guide, published by the Société de l’assurance automobile du Québec. ([www.saaq.qc.ca/documents/documents_pdf/lourds/verif_avant_depart.php](http://www.saaq.qc.ca/publications/lourds/inspect_before_go.pdf))
Signal codes

Advance warning that a signaller is present

Speed limit

Signal to slow down

Signal to stop

Signal to proceed

Source: ministère des Transports du Québec.