

Commercial Vehicle Operator's Registration System

The Commercial Vehicle Operator's Registration (CVOR) System is an automated monitoring system that tracks the on-road safety performance of commercial vehicle operators. This system was developed following extensive industry consultation and was first implemented by the Ministry of Transportation (MTO) in October of 1986. It has subsequently been updated and improved. Improvements include the addition of more carrier data on the operating record abstract and revised monitoring mechanisms.

Carrier monitoring systems such as the CVOR System are an integral part of the National Safety Code standards throughout Canada. Other jurisdictions also require that carriers register and report various types of information for monitoring purposes. Carriers operating in Ontario have been required to register with the MTO's CVOR Program since July of 1989. At that time, it became mandatory that persons, businesses, organizations etc., responsible for heavy commercial vehicles register as a commercial vehicle operator.

The goals of the CVOR System are to improve safety for all users of Ontario highways and develop effective compliance strategies with emphasis on safety and protection of the highway infrastructure.

Commercial carriers (operators) that operate in Ontario must register for a CVOR Certificate. Each legal entity (separate corporation/company or individual) requires one certificate. The Highway Traffic Act (HTA) defines an "operator" as the "person directly or indirectly responsible for the operation of a commercial motor vehicle including the conduct of the driver and the carriage of goods or passengers, if any, in the vehicle or combination of vehicles".

The carrier does not necessarily need to be the vehicle owner, but it must hold a valid CVOR Certificate when using vehicles that are leased or contracted.

Commercial Motor Vehicle

A Commercial Motor Vehicle is a vehicle or combination of vehicle and trailer with a Gross Weight or Registered Gross Weight over 4,500 kilograms (9,920 lbs).

The Gross Weight of a vehicle is located on the manufacturer's plate attached to the driver door or door jamb. The Registered Gross Weight of a vehicle is located on the plate portion of the vehicle registration. The Gross Weight of a trailer is located on the manufacturer's plate attached to the tongue or left front side of the trailer.

Vehicle Requirements

CVOR regulations require the operator (University of Guelph) to keep a file for each CMV (Commercial Motor Vehicle). The file will contain a statement of the company maintenance schedule, records of all maintenance completed and copies of daily inspection reports. These files will be maintained at Transportation Services, University of Guelph main campus.

1. Maintenance

The supervisor of each CMV at the Satellite Colleges and Research Stations will arrange to have the CMV maintained according to the Maintenance Schedule below and forward copies of all maintenance records to the Manager, Transportation Services, fax 519-837-0581 or email paulcook@uoguelph.ca for file. The Manager, Transportation Services will arrange the servicing and inspecting of Main Campus licensed vehicles and maintain all applicable records.

1.1. Service and Inspection Schedule for Commercial Motor Vehicles (CMV)

Non-diesel

- service every three (3) months or twice annually if a seasonal use vehicle
- re-torque wheels to specifications
- oil change as per manufacturer's specifications
- MTO (sticker) annual inspection every twelve (12) months

Diesel

- A-Service and Inspection every three (3) months or once during the summer if a seasonal use vehicle
- adjust brakes and re-torque wheels to specifications
- B-Service and Inspection every six (6) months or once annually if a seasonal use vehicle
- oil change per manufacturer's specifications, adjust brakes and re-torque wheels to specifications
- MTO (sticker) annual inspection every twelve (12) months

Trailers MTO (sticker)

- service every three (3) months or once during the summer if a seasonal use vehicle
- MTO (sticker) annual inspection every twelve (12) months

1.2. An annual safety inspection (yellow sticker) is required on the following:

1.2.1. on a truck, which does not tow a trailer if:

- the truck's actual weight, registered gross weight or gross vehicle weight rating exceeds 4,500 kilograms (9,920 lbs).

1.2.2. on both the truck and the towed trailer if:

- the truck's actual weight, registered gross weight or gross vehicle weight rating exceeds 4,500 kilograms, or
- the actual weight of the truck, when added to the actual weight of the towed trailer or trailers exceeds 4,500 kilograms, or
- the gross vehicle weight rating of the truck, when added to the gross vehicle weight rating of the towed trailer or trailers exceeds 4,500 kilograms.

1.3. Exemption

The "Vehicle Permits Regulation", made under the Highway Traffic Act, provides an exemption for light trailers, specifically:

- "where a trailer transmits to the highway a total weight of 2,800 kilograms (6,173 lb.) or less, that weight shall not be included in determining the "registered gross weight".
- in this case the combined GVWR of the truck and trailer could be over 4,500 kilograms so both units will require an annual inspection (yellow sticker) but will be exempt from logbooks and Vehicle Inspection Reports because the RGW on the plate portion of the ownership is under 4,500 kilograms, therefore it is not classified as a CMV.

Note: A truck with an inspection sticker cannot tow a trailer without an inspection sticker, both vehicles must have a sticker or will be subject to fine.

1.4. Documentation to be carried in the vehicle: Driver is responsible to verify the documentation during pre-trip inspection.

- a copy of the vehicle registration
- original liability certificate
- a copy of the CVOR registration
- a copy of the annual inspection certificate
- U of G Accident Reporting Procedures
- a copy of the trailer registration
- a copy of the trailer annual inspection certificate
- Vehicle Inspection Report
- MTO, Schedule 1, Daily Inspection of Trucks, Tractors and Trailers

1.5. Roadside Inspections

- CMV's are subject to random roadside inspections. Upon completion of a roadside inspection the driver will be issued a CVSA report. The driver shall give the report to their supervisor.
- The supervisor of each CMV is responsible for forwarding the original copy of the CVSA report to the Manager Transportation Services for file.

2. Driver Requirements**2.1. Driver's File**

CVOR regulations require the operator (University of Guelph) to keep a file for each driver of a CMV. The file will include a complete and approved University of Guelph, Faculty and Staff Driver Profile Information for Transportation Services Form, a CVOR driver license abstract (every 12 months), copies of Duty Status logbooks (every 6 months) and a record of any driver training. These files will be maintained at Transportation Services, University of Guelph main campus.

2.2. Faculty/Staff Driver Information Profile (DIP)

The supervisor of each CMV is responsible for the following:

- a DIP shall be completed by a new driver and approved by the supervisor.
- the original copy of the DIP shall be forwarded to the Manager, Transportation Services for the driver's file.
- if a driver changes their address or any other information on the DIP a new form shall be completed, approved and forwarded to the Manager, Transportation Services.
- annually upon request from the Manager Transportation Services a new DIP for each existing driver will be requested and all driver's licenses shall be verified for validity by the supervisor at this time.

2.3. Driver License Abstract

A CVOR abstract of each driver's license shall be obtained and reviewed annually by the Manager, Transportation Services. The Manager will review any violations with the driver and the driver's supervisor. If necessary, disciplinary action will be taken and all results will be documented on the driver's file.

2.4. Vehicle Inspection Report (Pre-trip Inspection)

The supervisor of each CMV is responsible for the following:

- Vehicle Inspection Reports, Schedule 1 and clipboard are kept in each CMV
- a Vehicle Inspection Report is completed by the first driver of a CMV on the day of operation. The report is valid for 24 hours and must be completed in ink.
- if the report is not completed by the driver and the vehicle is stopped and the driver is asked to produce the report, the driver will be subject to a \$390.00 fine.
- ensure the driver records the date, vehicle unit number, vehicle plate number and jurisdiction (Ontario), odometer reading (which is to include km designation), time, location (i.e. Guelph, Ridgetown, Kemptville), driver's name and signature
- ensure the report is signed by a driver if other than person who completed inspection
- if a trailer is attached: trailer unit number, trailer plate number and jurisdiction, time and location shall be recorded on the report by the driver
- ensure if a defect is not found the driver circles no and if a defect is found, circles yes.
- ensure if a defect is found the driver records: vehicle number, description of defect, repaired or not repaired, major or minor defect, signature of the person who completed the repair and date.
- major and minor defects are listed on the schedule 1 for reference, a copy of the Schedule 1 is attached to the vehicle clipboard.
- collect Inspection Reports weekly, verify correct and forward to the Manager, Transportation Services by the 20th of each month.

Note: A major defect shall be repaired immediately before the vehicle is operated that day or the driver will be subject to a fine.

2.5. Hours of Service

Definitions:

On-duty Driving Time: A driver is on-duty when he or she drives a CMV for an operator.

On-duty Time: A driver is on-duty when he or she performs any other work for an operator including:

- time spent inspecting, servicing, repairing, cleaning;
- warming up a CMV;
- travelling in a CMV as a co-driver;
- participating in the loading and unloading of a CMV;
- inspecting and checking the load of a CMV;
- waiting for a CMV to be serviced, loaded or unloaded;
- waiting for a CMV or the load to be inspected; and
- waiting at an en-route point because of an accident or other unplanned situation.

Off-duty Time: A driver is off-duty when he or she is not on duty.

Daily Driving Time: After a driver has accumulated 13 hours of on-duty driving time in a day (24 hour period), the driver shall not drive again on the same day and must take at least 8 consecutive hours of off-duty time after a driver has accumulated 14 hours of on-duty time in a day (24 hour period), the driver shall not drive again on the same day and must take at least 8 consecutive hours of off-duty time.

Daily Off-duty Time: A driver shall take at least 10 hours of off-duty time in a day (24 hour period), this must include a mandatory 8 consecutive hours of off-duty time and another 2 hours distributed throughout the day in blocks of no less than 30 minutes each.

2.6. Duty Status Logbook

The supervisor of each CMV is responsible for the following:

- Ensure a driver completes Duty Status Logbook Sheets for the previous 14 days before driving a CMV for the first time.
- Ensure a driver completes a Duty Status Logbook Sheet daily when driving a CMV within a 160 km radius from the same start/end location.
- Ensure if a driver operates a CMV outside the 160km radius on a certain day, a Driver's Daily Log (different from a Duty Status Logbook Sheet) is completed and he/she records their duty status for the previous 14 days in the log. A Driver's Daily Log Book shall be kept in the vehicle at all times and are available at all truck stop fuelling stations.
- Ensure the driver records the following on the Duty Status Logbook Sheet:
 - drivers name;
 - month;
 - year;
 - start/end location (i.e., Guelph, Ridgetown, Kemptville);
 - day;
 - start time of day (midnight);
 - cycle (always 7 days); and
 - total of each duty status line and a daily total of all duty status' which must equal 24 hours.
- If a driver's period of driving time is local and is less than an hour, the periods of driving time may be combined together during the shift. Drivers are not required to carry their Duty Status Logbook Sheets in the vehicle.
- The Duty Status Logbook Sheets are valid for a 7 day period, when the period has ended, the top copy must be submitted to the supervisor and the bottom copy left in the Duty Status Logbook, the book is to be kept for 6 months.
- Ensure the driver completes the Duty Status Logbook Sheets accurately and hands in his/her Sheets weekly, and are forwarded to the Manager, Transportation Services by the 20th of each month for file.

2.7. Driver's License

A driver shall carry on their person a valid driver's license for the class of vehicle they are operating.