

APPENDIX A**REQUIREMENTS AND RESTRICTIONS ESTABLISHED
UNDER THE MOTOR VEHICLE ACT
FOR THE OPERATION OF COMMERCIAL VEHICLES**

A vehicle is considered to be a commercial vehicle if it has the capacity to carry nine passengers (10 persons in total including the driver) or if it has a registered gross weight of or in excess of 4500 kg. As such, all motor vehicles classified as a bus under this guideline are considered to be commercial vehicles.

As commercial vehicles, any time a vehicle classified as a bus is used to transport students; the following rules governing the operation of commercial vehicles must be followed.

Drivers' Hours of On-Duty Time

As per the [Commercial Vehicle Drivers Hours of Service Regulation](#) (2007-39) established under the [Motor Vehicle Act](#) and the Federal [Commercial Vehicle Drivers Hours of Service Regulations](#) (Canada), (1) no motor carrier shall request, require or allow a driver to drive and no driver shall drive after the driver has accumulated 13 hours of driving time in a day and (2) no motor carrier shall request, require or allow a driver to drive and no driver shall drive after the driver has accumulated 14 hours of on-duty time in a day. The driver must take at least 8 consecutive hours of off-duty time before driving again.

The driver must have documentation in the commercial log book (see next section) of his/her on-duty time if traveling a distance in excess of 160 km (one-way) from the point of departure or participating in a trip which will not return to the point of departure at the end of the day (maximum of 14 hours of on-duty time plus 2 hours for meal/rest breaks before beginning a minimum of 8 consecutive hours of off-duty time). This would include most out-of-province and overnight trips.

It is important to note that "on duty" time includes all time that an individual works during a day including the time they spend driving. For example, if an individual came in to work at 8:00 a.m., worked until 4:00 p.m. and then drove a sports team to another area, coached behind the bench and then drove back, arriving home at 1:05 a.m., that individual would have more than 14 hours "on duty" time.

Commercial Log Book

The commercial log book is a record of the driver's actions and must be completed accurately whenever the commercial vehicle:

- a) is used for a trip out-of-province;
- b) travels more than 160 km (one-way) from its home terminal; or,
- c) is used on a trip of a duration of more than 14 hours (i.e., the driver does not return to the home terminal at the end of the day to begin a minimum of 8 consecutive hours of off-duty time).

For any trip meeting one or more of these criteria, the driver must complete the Driver's Daily Log and the Driver's Vehicle Inspection Report (found on the reverse side of the Daily Log). Instructions on filling out the Daily Log and Inspection Report can be found on the back of the log book. In addition to filling out the Daily Log and Inspection Report, the driver must also indicate the number of hours of service that they have had "on duty" (see previous section) for the seven day period immediately prior to the trip. This information is entered in the appropriate column on the inside front cover of the log book.

Log books can be purchased from many major service stations.

Trip Permits – CAVR* and IFTA Permits**

*CANADIAN AGREEMENT ON VEHICLE REGISTRATIONS and **INTERNATIONAL FUEL TAX AGREEMENT

For travel within the Atlantic Provinces, specialized trip permits are not required.

When traveling into Quebec, all commercial vehicles must apply for trip permits. For information on the trip permits required, contact the Educational Facilities and Pupil Transportation Branch at the Department of Education or the school district transportation office.

If a vehicle is other than a provincially owned school bus and has a capacity for 20 or more passengers (or weighs more than 13,767 kg), a trip permit (International Fuel Tax Agreement or IFTA) is required to travel into Maine. The permit will cost \$50.00 (USD), is valid for three days from the time of issue and can be obtained by calling the Maine Bureau of Motor Vehicles at (207) 624-9000 ext. 52137. The permit will be issued via fax. Provincially owned school buses do not require an IFTA permit.