

DAILY INSPECTION (TRIP) AND MAINTENANCE REQUIREMENTS TRUCK AND TRAILER

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This is an unofficial version of Government of Ontario legal materials. For accurate reference refer to the official volumes. The Highway Traffic Act may be viewed on the internet at:
<http://www.e-laws.gov.on.ca/index.html>

The daily vehicle inspection legislation may be viewed at: [Section 107 of the Highway Traffic Act](#)

The daily vehicle inspection regulation may be viewed at: [Regulation 199/07 \(Commercial Motor Vehicle Inspections\)](#)

EDUCATIONAL / TRANSITIONAL PERIOD FOR ONTARIO'S NEW INSPECTION REQUIREMENTS

Ontario Plated Trucks:

Operators may continue inspecting vehicles and using inspection reports that comply with former Regulation 575 until January 1, 2008. Operators are expected to transition to the new requirements of Regulation 199/07, which are detailed in this document, as soon as possible but no later than January 1, 2008.

Operators may convert the entire fleet at once from the old to the new or convert individual drivers as they become trained. In either case individual drivers must be in full compliance with either the old or the new rules during this transition period.

Out-of-Province Plated Canadian Trucks:

1. From July 1, 2007 until January 1, 2008, trucks plated in a province or territory, other than Ontario, may operate in Ontario if the vehicle(s) was inspected, and an inspection report completed, in accordance with the daily inspection requirements of:
 - the province or territory in which the vehicle is base plated,
 - Ontario's former Regulation 575,
 - Ontario's new Regulation 199/07, as detailed in this document, or
 - National Safety Code Standard 13, as of May 2005 which is published by the Canadian Council of Motor Transport Administrators.
2. As of January 1, 2008, trucks plated in a province or territory, other than Ontario, may operate in Ontario if the vehicle(s) was inspected, and an inspection report completed, in accordance with the daily inspection requirements of:
 - the province or territory in which the vehicle is base plated,
 - National Safety Code Standard 13, as of May 2005 which is published by the Canadian Council of Motor Transport Administrators, or
 - Ontario's new Regulation 199/07, as detailed in this document.

Items 1 and 2 above also apply to out-of-province plated trucks that are driven by Ontario licensed drivers who drive the vehicles only within Ontario.

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PURPOSE OF DAILY VEHICLE INSPECTION

The purpose of daily vehicle inspection is to ensure the early identification of vehicle problems and defects 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 an accident.

VEHICLES THAT REQUIRE INSPECTION

A Daily Vehicle Inspection Is Required To Be Conducted On:

- a single truck that has a registered gross weight or an actual weight over 4,500 kg (9,920 lbs).
- a truck and trailer combination if a truck has a registered gross weight over 4,500 kg or a truck's actual weight, with the trailer attached is over 4,500 kg.

VEHICLES THAT ARE EXEMPT FROM INSPECTION

A Daily Vehicle Inspection Is Not Required On:

General Vehicles

- a truck with a registered gross weight **and** an actual weight of 4,500 kg or less, whether towing a trailer or not and regardless of the trailer's weight,
- a personal use pick-up truck,
- a truck leased by an individual for 30 days or less to move their personal goods, or to carry passengers without compensation,
- a truck and towed trailer that is being road-tested, for the purposes of repairs, within 30 kilometres of a repair facility where the vehicle is being repaired by the holder of a valid certificate of qualification as an automotive service technician or as a truck and coach technician issued under the Apprenticeship and Certification Act, 1998 or by an apprentice under that Act,
- an empty truck operated under the authority of a dealer plate or in-transit permit,
- a historic truck that has a vehicle permit for a historic vehicle,
- an ambulance, fire apparatus, cardiac arrest emergency vehicle, hearse, casket wagon, mobile crane, and a tow truck,
- an emergency vehicle and towed trailer while responding to or returning from an emergency,
- a truck and towed trailer while providing relief from an earthquake, flood, fire, famine, drought, epidemic, pestilence or other disaster by transporting passengers or goods,
- a trailer converter dolly that is not carrying a trailer, and
- a road building machine.

Recreational Vehicles

- a motor home and a truck camper with the camper installed, including any type of trailer or vehicle towed by the motor home or truck camper,
- a truck, regardless of size and weight, that is towing a house trailer that is being used for personal purposes,
- a house trailer being used for personal purposes, and
- a car tow dolly.

Farm Vehicles

- a two-axle or three-axle truck or tractor, not drawing a trailer, that is primarily used to transport primary products of a farm, forest, sea or lake produced or harvested by the driver or the driver's employer. (includes farm plated trucks) (primary products include livestock, horses and poultry),
- a self-propelled implement of husbandry, farm tractor or any towed farm equipment, and
- farm equipment towed by a truck.

BRIEF OVERVIEW OF DAILY INSPECTION PROGRAM

- driver conducts an inspection on a vehicle or vehicles.
- the inspection is conducted with the use of a schedule which lists the vehicle components and systems that require inspection.
- driver completes a report of the inspection.
- the inspection and report are valid for 24 hours.
- driver carries the schedule and report in the vehicle.
- driver records on the report any defects found during the inspection, while en route and at the end of the trip or day.
- driver reports defects to the operator of the vehicle.

DRIVER INSPECTION REQUIRED

Drivers are not permitted to drive a truck or tow a trailer unless the driver or another person has conducted an inspection of the vehicle(s) within the previous 24 hours.

In addition to the initial inspection, whether conducted by the driver or not, the driver is required to monitor the condition of the vehicle(s) for defects while en route.

Ontario licensed drivers who drive out-of-province plated trucks, within Ontario only, please see "Out-of-Province Plated Canadian Trucks" for details regarding jurisdictional inspection requirements.

Other persons, such as another driver or maintenance or yard staff are also permitted to conduct inspections and complete and sign reports.

A person other than the driver who conducts an inspection and signs the report is responsible under law for the inspection and the information contained in the inspection report. The driver may rely on such inspection and produce the report to an officer, unless the driver has reason to believe the inspection and report do not meet the requirements, or the driver is aware or ought to be aware that the vehicle has a defect.

Only the driver is referenced as the inspection person throughout the remainder of this document.

INSPECTION PROCEDURES

Drivers may choose an inspection procedure (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 operator.

INSPECTION SCHEDULE

Application of Inspection Schedule

A truck, a tractor and towed trailer are inspected using Schedule 1.

A converter dolly is inspected as part of the trailer it is carrying. The dolly is to be inspected again when carrying a different trailer.

Operator Required To Supply Drivers With Inspection Schedules

Operators are required to supply drivers with a copy of the inspection schedule.

Driver To Carry And Produce Inspection Schedules

Drivers are required to carry and produce the inspection schedule to an officer.

Combining Schedules With Inspection Reports

A schedule and an inspection report may be combined on the same document.

Where To Get Inspection Schedules

Ontario's regulated schedule and an acceptable alternative schedule are included in this document and may be copied or reproduced without consent of the ministry.

Schedule 1 of National Safety Code Standard 13, which is published by the Canadian Council of Transport Administrators (CCMTA), is also acceptable in Ontario, including when produced by the operator of an Ontario plated truck. CCMTA schedule 1 may be viewed at: www.ccmta.ca/.

Some companies, associations and organizations also produce and sell schedules and reports.

Sample of Inspection Schedule 1, Two Column Format

Operators may add additional parts/sections containing additional inspection components and systems to a schedule. If a vehicle is not fitted with a system or component, i.e. air brakes, the entire part/section can be deleted in its entirety. Part numbers may be deleted or re-numbered.

An individually regulated inspection item within a Part, such as "audible air leak" cannot be deleted unless the entire Part is deleted and the vehicle does not have air brakes. Also, individually regulated inspection items cannot be moved between minor and major columns within a schedule or be reworded.

Inspection items within parts/sections that have been added by the operator are not part of the regulated inspection items and therefore are not required by the regulation to be inspected, recorded or reported as defects. Operators may require drivers to inspect, record and report these added defects or conditions.

Operators are permitted to regroup the minor and major defect columns provided the regrouping does not confuse the reader. The following sample is acceptable.

Operators are free to add defect codes within the columns of a schedule. A code number or letter is placed beside a component or system on a schedule. When a defect is found the driver enters the defect code on the inspection report instead of hand writing the details of the defect. When defect codes are added to a schedule and used by a driver, a coded schedule must be presented to the enforcement officer.

SCHEDULE 1 (2 column format)

Daily inspection of trucks, tractors and trailers

Note: minor defects are prefaced with *minor*:, otherwise the listed defect is a major defect.

<p align="center">Air Brake System</p> <ul style="list-style-type: none"> - <i>minor</i>: audible air leak. - <i>minor</i>: slow air pressure build-up rate. - pushrod stroke of any brake exceeds the adjustment limit.(1) - air loss rate exceeds prescribed limit.(2) - inoperative towing vehicle (tractor) protection system. - low air warning system fails or system is activated. - inoperative service, parking or emergency brake. 	<p align="center">Heater / Defroster</p> <ul style="list-style-type: none"> - <i>minor</i>: control or system failure. - defroster fails to provide unobstructed view through the windshield.
<p align="center">Cab</p> <ul style="list-style-type: none"> - <i>minor</i>: occupant compartment door fails to open. - any door fails to close securely. 	<p align="center">Horn</p> <ul style="list-style-type: none"> - <i>minor</i>: vehicle has no operative horn.
<p align="center">Cargo Securement</p> <ul style="list-style-type: none"> - <i>minor</i>: insecure or improper load covering. - insecure cargo. - absence, failure, malfunction or deterioration of required cargo securement device or load covering.(3) 	<p align="center">Hydraulic Brake System</p> <ul style="list-style-type: none"> - <i>minor</i>: brake fluid level is below indicated minimum level. - <i>minor</i>: parking brake is inoperative. - brake boost or power assist is not operative. - brake fluid leak. - brake pedal fade or insufficient brake pedal reserve. - activated (other than anti-lock braking system) warning device. - brake fluid reservoir is less than 1/4 full.
<p align="center">Coupling Devices</p> <ul style="list-style-type: none"> - <i>minor</i>: coupler or mounting has loose or missing fastener. - coupler is insecure or movement exceeds prescribed limit.(4) - coupling or locking mechanism is damaged or fails to lock. - defective, incorrect or missing safety chain or cable. 	<p align="center">Lamps and Reflectors</p> <ul style="list-style-type: none"> - <i>minor</i>: required lamp does not function as intended.(8) - <i>minor</i>: required reflector is missing or partially missing.(9) <p><i>When use of lamps is required:</i></p> <ul style="list-style-type: none"> - failure of both low-beam headlamps. - failure of both rearmost tail lamps. <p><i>At all times:</i></p> <ul style="list-style-type: none"> - failure of a rearmost turn-indicator lamp. - failure of both rearmost brake lamps.
<p align="center">Dangerous Goods</p> <ul style="list-style-type: none"> - dangerous goods requirements not met.(5) 	<p align="center">Steering</p> <ul style="list-style-type: none"> - <i>minor</i>: steering wheel lash (free-play) is greater than normal. - steering wheel is insecure, or does not respond normally. - steering wheel lash (free-play) exceeds prescribed limit.(10)
<p align="center">Driver Controls</p> <ul style="list-style-type: none"> - <i>minor</i>: accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly. 	<p align="center">Suspension System</p> <ul style="list-style-type: none"> - <i>minor</i>: air leak in air suspension system. - <i>minor</i>: a broken spring leaf. - <i>minor</i>: suspension fastener is loose, missing or broken. - damaged or deflated air bag. - cracked or broken main spring leaf or more than one broken spring leaf. - part of spring leaf or suspension is missing, shifted out of place or is in contact with another vehicle component. - loose U-bolt.
<p align="center">Driver Seat</p> <ul style="list-style-type: none"> - <i>minor</i>: seat is damaged or fails to remain in set position. - seatbelt or tether belt is insecure, missing or malfunctions. 	
<p align="center">Electric Brake System</p> <ul style="list-style-type: none"> - <i>minor</i>: loose or insecure wiring or electrical connection. - inoperative breakaway device. - inoperative brake. 	
<p align="center">Emergency Equipment and Safety Devices</p>	

- *minor*: emergency equipment is missing, damaged or defective.

Tires

- *minor*: damaged tread or sidewall of tire.
- *minor*: tire leaking.
- flat tire.
- tire tread depth is less than wear limit.(11)
- tire is in contact with another tire or any vehicle component other than mud-flap.
- tire is marked "Not for highway use".
- tire has exposed cords in the tread or outer sidewall area.

<p style="text-align: center;">Exhaust System</p> <ul style="list-style-type: none"> - <i>minor</i>: exhaust leak, except as described below. - leak that causes exhaust gas to enter the occupant compartment. 	
<p style="text-align: center;">Frame and Cargo Body</p> <ul style="list-style-type: none"> - <i>minor</i>: damaged frame or cargo body. - visibly shifted, cracked, collapsing or sagging frame member. 	
<p style="text-align: center;">Fuel System</p> <ul style="list-style-type: none"> - <i>minor</i>: missing fuel tank cap. - insecure fuel tank. - dripping fuel leak. 	<p style="text-align: center;">Wheels, Hubs and Fasteners</p> <ul style="list-style-type: none"> - <i>minor</i>: hub oil below minimum level (when fitted with sight glass). - <i>minor</i>: leaking wheel seal.
<p style="text-align: center;">General</p> <ul style="list-style-type: none"> - serious damage or deterioration that is noticeable and may affect the vehicle's safe operation. 	<ul style="list-style-type: none"> - wheel has loose, missing or ineffective fastener. - damaged, cracked or broken wheel, rim or attaching part. - evidence of imminent wheel, hub or bearing failure.
<p style="text-align: center;">Glass and Mirrors</p> <ul style="list-style-type: none"> - <i>minor</i>: required mirror(6) or window glass fails to provide the required view(7) to the driver as a result of being cracked, broken, damaged, missing or maladjusted. - <i>minor</i>: required mirror(6) or glass has broken or damaged attachments onto vehicle body. 	<p style="text-align: center;">Windshield Wiper / Washer</p> <ul style="list-style-type: none"> - <i>minor</i>: control or system malfunction. - <i>minor</i>: wiper blade is damaged, missing or fails to adequately clear driver's field of vision. <p><i>When use of wipers or washer is required:</i></p> <ul style="list-style-type: none"> - wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.

A schedule may be stand-alone documents, printed on the front or back of single reports or, for example, on the front or rear covers of a report book. Schedules may also be in electronic format. See heading "Use of Electronic Devices and Documents" for complete information.

Copy of Regulated Inspection Schedule 1, Three Column Format:

The following Schedule is directly from the Regulation and has not been modified.

Please note that section 16 of Part VI of the Regulation provides "notes to the schedules". It is not a requirement that these "notes to the schedules" be included with or attached to the schedules. Numbers within brackets, i.e. (1), (12) etc. found within the schedules are a reference to the "notes to the schedules" and are not required to be in the schedules.

SCHEDULE 1, (3 column format)
Daily inspection of trucks, tractors and trailers

Column 1	Column 2	Column 3
Systems and Components	Minor Defects	Major Defects
Part 1. Air Brake System	a. audible air leak. b. slow air pressure build-up rate.	a. pushrod stroke of any brake exceeds the adjustment limit.(1) b. air loss rate exceeds prescribed limit.(2) c. inoperative towing vehicle (tractor) protection system. d. low air warning system fails or system is activated. e. inoperative service, parking or emergency brake.
Part 2. Cab	a. occupant compartment door fails to open.	a. any door fails to close securely.
Part 3. Cargo Securement	a. insecure or improper load covering.	a. insecure cargo. b. absence, failure, malfunction or deterioration of required cargo securement device or load covering.(3)
Part 4. Coupling Devices	a. coupler or mounting has loose or missing fastener.	a. coupler is insecure or movement exceeds prescribed limit.(4) b. coupling or locking mechanism is damaged or fails to lock. c. defective, incorrect or missing safety chain or cable.
Part 5. Dangerous Goods		a. dangerous goods requirements not met.(5)
Part 6. Driver Controls	a. accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly.	
Part 7. Driver Seat	a. seat is damaged or fails to remain in set position.	a. seatbelt or tether belt is insecure, missing or malfunctions.
Part 8. Electric Brake System	a. loose or insecure wiring or electrical connection.	a. inoperative breakaway device. b. inoperative brake.
Part 9. Emergency Equipment and Safety Devices	a. emergency equipment is missing, damaged or defective.	
Part 10. Exhaust System	a. exhaust leak, except as described in Column 3.	a. leak that causes exhaust gas to enter the occupant compartment.
Part 11. Frame and Cargo Body	a. damaged frame or cargo body.	a. visibly shifted, cracked, collapsing or sagging frame member.
Part 12. Fuel System	a. missing fuel tank cap.	a. insecure fuel tank. b. dripping fuel leak.
Part 13. General		a. serious damage or deterioration that is noticeable and may affect the vehicle's safe operation.

Part 14. Glass and Mirrors	<ul style="list-style-type: none"> a. required mirror(6) or window glass fails to provide the required view(7) to the driver as a result of being cracked, broken, damaged, missing or maladjusted. b. required mirror(6) or glass has broken or damaged attachments onto vehicle body. 	
Part 15. Heater / Defroster	<ul style="list-style-type: none"> a. control or system failure. 	<ul style="list-style-type: none"> a. defroster fails to provide unobstructed view through the windshield.
Part 16. Horn	<ul style="list-style-type: none"> a. vehicle has no operative horn. 	
Part 17. Hydraulic Brake System	<ul style="list-style-type: none"> a. brake fluid level is below indicated minimum level. b. parking brake is inoperative. 	<ul style="list-style-type: none"> a. brake boost or power assist is not operative. b. brake fluid leak. c. brake pedal fade or insufficient brake pedal reserve. d. activated (other than anti-lock braking system) warning device. e. brake fluid reservoir is less than 1/4 full.
Part 18. Lamps and Reflectors	<ul style="list-style-type: none"> a. required lamp does not function as intended.(8) b. required reflector is missing or partially missing.(9) 	<p><i>When use of lamps is required:</i></p> <ul style="list-style-type: none"> a. failure of both low-beam headlamps. b. failure of both rearmost tail lamps. <p><i>At all times:</i></p> <ul style="list-style-type: none"> a. failure of a rearmost turn-indicator lamp. b. failure of both rearmost brake lamps.
Part 19. Steering	<ul style="list-style-type: none"> a. steering wheel lash (free-play) is greater than normal. 	<ul style="list-style-type: none"> a. steering wheel is insecure, or does not respond normally. b. steering wheel lash (free-play) exceeds prescribed limit.(10)
Part 20. Suspension System	<ul style="list-style-type: none"> a. air leak in air suspension system. b. a broken spring leaf. c. suspension fastener is loose, missing or broken. 	<ul style="list-style-type: none"> a. damaged or deflated air bag. b. cracked or broken main spring leaf or more than one broken spring leaf. c. part of spring leaf or suspension is missing, shifted out of place or is in contact with another vehicle component. d. loose U-bolt.
Part 21. Tires	<ul style="list-style-type: none"> a. damaged tread or sidewall of tire. b. tire leaking. 	<ul style="list-style-type: none"> a. flat tire. b. tire tread depth is less than wear limit.(11) c. tire is in contact with another tire or any vehicle component other than mud-flap. d. tire is marked "Not for highway use". e. tire has exposed cords in the tread or outer sidewall area.
Part 22. Wheels, Hubs and Fasteners	<ul style="list-style-type: none"> a. hub oil below minimum level (when fitted with sight glass). b. leaking wheel seal. 	<ul style="list-style-type: none"> a. wheel has loose, missing or ineffective fastener. b. damaged, cracked or broken wheel, rim or attaching part. c. evidence of imminent wheel, hub or bearing failure.
Part 23. Windshield Wiper / Washer	<ul style="list-style-type: none"> a. control or system malfunction. b. wiper blade is damaged, missing or fails to adequately clear driver's field of vision. 	<p><i>When use of wipers or washer is required:</i></p> <ul style="list-style-type: none"> a. wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper.

INSPECTION REPORTS

Overview

Inspection reports serve as communication between drivers, the operator and the operator's maintenance department. Reports are used to verify inspections, record defects, report defects and may be used to verify repairs. Reports are completed immediately following an inspection.

Types of Inspection Reports

In this document two types of inspection reports are referenced:

- single-day sheet report (single report)
 - a single report can consist of a single sheet of paper containing one day's report. This type of report can be located on the rear of an hours-of-service logbook or be in a snap set where one report is removed for each day, etc.
- multi-day report book (report book)
 - a report book is a book which contains lines for each day that the vehicle is inspected. The book is assigned to one vehicle and may remain in the vehicle until the book is full. The basic vehicle information is written once on the front cover or elsewhere within the book and the book may contain the vehicle's inspection schedule.
- where information is provided about inspection reports or report, it applies to both types of reports, unless the report type is specifically named. Samples of reports are shown later in this document.

Completing Inspection Reports

The driver is required to complete and sign a report upon completion of the inspection.

If the driver did not conduct the original inspection, the driver and each subsequent driver must sign the report. Reports that are used by more than one driver require additional lines where subsequent drivers can sign.

Any number of trailers may be inspected and added to a single report if the report contains additional lines for additional trailers.

All information required to be on a report must be accurately completed in full.

Validity Period of Inspection Reports

A report certifying a Schedule 1 inspection is valid for 24 hours from the time of inspection.

Carry And Produce Reports

Drivers must carry and produce inspection reports to an officer when requested.

Drivers who have completed or received a report for a truck, and also received a separate report for the trailer will need to carry and produce both reports.

Operator Required To Supply Drivers With Reports

Operators are required to supply drivers with blank inspection reports.

Passing On Valid Reports To Another Driver

A driver may pass on a valid original copy of a report to another driver who is driving for the same operator. The second driver is obligated to submit the report to the operator.

A driver may pass on a duplicate copy of the original report or hand written re-production of the original report to a driver working for a different operator. In this case each driver must submit a report to their respective operators.

There is no legal obligation under the Highway Traffic Act for a driver to pass along a report to another driver, whether or not he or she drives for the same operator. However, there may be a contractual or an employment law obligation to pass along a report to another driver.

A driver who receives a valid daily report for a vehicle that was inspected by another person may rely on the report as proof that the inspection was conducted as required, unless the driver has reason to believe otherwise.

Submitting Reports

Single Reports

Expired reports are forwarded to the operator as soon as possible but no later than 20 days after the last date for which the inspection was valid.

Reports are forwarded to the operator's principal place of business or to a terminal or business address specified by the operator.

Report Books

Report books that are full or have passed the operator's pre-determined end-date or use period are forwarded to the operator's principal place of business or to a terminal or business address specified by the operator.

Special Reports Issued By Officers

A driver is required to submit a roadside inspection report and notice to submit a vehicle for inspection when the report or notice has been issued by an enforcement officer or government official of another jurisdiction.

These reports and notices are forwarded to the operator as soon as possible but no later than 20 days after receiving them. The operator is required to retain these documents for two years.

Contents of Inspection Reports

Both single reports and report books must contain the following minimum line items:

- the licence plate number and plate jurisdiction of the vehicle,
- the operator's name,
- the date and time of the inspection,
- the city, town, village or highway location where the inspection was conducted,
- the printed name of the person who conducted the inspection,
- the odometer reading of the commercial motor vehicle,
- list of major and minor defects found during the inspection, if any,
- a statement that no major or minor defects were found, if none,
- major and minor defects found while en route,
- a statement, signed by the person who conducted the inspection, that the vehicle was inspected in accordance with this Regulation, and
- signature of each driver who did not conduct the initial inspection.

Line item language may be altered to a "like meaning". Any altered language must continue to indicate what the completed information means. Operators are free to add and re-arrange line items.

The Ministry of Transportation does not approve blank inspection reports for operators. Operators are required to produce a report that complies with the requirements of the Regulation. Reports that comply with this document will also be acceptable.

Combining Inspection Reports With Schedules

An inspection report and a schedule may be combined on the same document.

Combining Single Reports With Hours-of-Service Logbooks.

Operators who choose to combine daily inspection report line items on the same page as hours-of-service logbook line items should only do so with full knowledge of daily vehicle inspection and the hours-of-service logbook line item requirements.

For example, the daily inspection report requires a line item for the odometer reading. The logbook requires the driver to record the odometer readings at the start and end of the driver's shift/trip. Also, if the driver uses the vehicle for personal transportation to a place of lodging, etc. during the trip, the driver is required to enter the start and finish odometer readings for the personal use distance travelled.

A combined daily report and logbook may therefore require five different odometer line items representing five different readings if the daily inspection was conducted at a different distance from when the driver started the trip and the vehicle was used for personal purposes during the trip.

If a vehicle is never used for personal purposes during a trip it is not necessary to have these odometer line items on either a logbook report or a combined report. Also, if the vehicle is always inspected at the same distance as the driver's trip or shift starts, a check box may be used to indicate that the entered odometer reading applies to the inspection reading as well as the driver's start reading.

For examples:

Odometer reading, start of driver's day _____ and odometer reading at time of inspection.
Odometer reading, start of driver's day and at time of inspection _____

Another example, when combining inspection reports and logbooks, is "time of vehicle inspection" and "driver's start time".

Where To Get Inspection Reports

The ministry does not supply reports. Sample reports offered within this document may be copied and reproduced without consent of the ministry. Certain companies, associations and organizations also produce and sell these documents.

Sample Inspection Reports

Inspection report format and layout are not prescribed by regulation. The regulation sets out a minimum of information to be recorded on a report.

Reports may, at the option of the operator, contain an inspection checklist and additional information.

Single reports may be printed on the rear of hours-of-service logbooks.

Where required information, such as operator's name, plate number, etc. does not change, the information may be permanently printed on the reports.

Reports may also be printed with the vehicle's inspection schedule(s).

Reports other than report books may be produced in carbon or carbonless sets that automatically create extra copies when the top copy is completed. Some operators may prefer to use multi-copied reports for internal distribution purposes. Also, valid legible copies of these reports may be passed on to the next driver of a vehicle while the person who inspected the vehicle retains the original.

Many variations of a report are possible depending on the operation of the vehicles and inspection personnel. Operators are free to create a report that best meets the needs of their operation. Operators may also add non regulated line items to a report.

In the following samples, "Signature of each driver who was not the inspection person" may be removed if the vehicle is inspected by the driver and not driven by a second driver.

Sample Single Reports

SAMPLE 1

Sample report for a truck that does not tow a trailer.

DAILY VEHICLE INSPECTION REPORT	
Operator's name _____	Plate # / jurisdiction _____ / _____
Odometer reading _____	Inspection date / time _____ / _____
Inspection location _____	
Printed name of inspection person _____	
<input type="checkbox"/> no major or minor defects found during initial inspection	
<input type="checkbox"/> major and minor defects found during the initial inspection or while en route _____	
_____ _____ _____	
Signature - I inspected the vehicle in accordance with the applicable Regulation _____	
Signature of each driver who did not conduct the initial inspection _____	

SAMPLE 2

Sample report for a truck that tows only one trailer per day.

DAILY VEHICLE INSPECTION REPORT	
Operator's name _____	
Power unit; Plate # / jurisdiction _____ / _____ Odometer reading _____	
Trailer Plate # / jurisdiction _____ / _____	
Inspection date / time _____ / _____ Inspection location _____	
Printed name of inspection person _____	
<input type="checkbox"/> power unit <input type="checkbox"/> trailer; no major or minor defects found during initial inspection <input type="checkbox"/> power unit <input type="checkbox"/> trailer; major and minor defects found during the initial inspection or while en route	
Signature - I inspected vehicles in accordance with the applicable Regulation _____	
Signature of each driver who did not conduct the initial inspection; Power unit _____ Trailer _____	

SAMPLE 3

Sample report for a truck that tows two trailers at different times.

Additional trailers may be added by duplicating the information for trailer 2.

DAILY VEHICLE INSPECTION REPORT	
Operator's name _____	
Power unit; Plate # / jurisdiction _____ / _____ Odometer reading _____	
Trailer 1, Plate # / jurisdiction _____ / _____	
Inspection date / time _____ / _____ Inspection location _____	
Trailer 2, Plate # / jurisdiction _____ / _____	
Inspection date / time _____ / _____ Inspection location _____	
Printed name of inspection person _____	
<input type="checkbox"/> power unit <input type="checkbox"/> trailer 1 <input type="checkbox"/> trailer 2; no major or minor defects found during initial inspection <input type="checkbox"/> power unit <input type="checkbox"/> trailer 1 <input type="checkbox"/> trailer 2; major and minor defects found during the initial inspection or while en route	
Signature - I inspected vehicles in accordance with the applicable Regulation _____	
Signature - I inspected trailer 2 in accordance with the applicable Regulation _____	
Signature of each driver who did not conduct the initial inspection; Power unit _____	
Trailer 1 _____ Trailer 2 _____	

SAMPLE 4

Sample report for a truck that tows two trailers at the same time.

DAILY VEHICLE INSPECTION REPORT	
Operator's name _____	
Power unit; Plate # / jurisdiction _____ / _____	Odometer reading _____
Trailer 1, Plate # / jurisdiction _____ / _____	Trailer 2, Plate # / jurisdiction _____ / _____
Inspection date / time _____ / _____ Inspection location _____	
Printed name of inspection person _____	
<input type="checkbox"/> power unit <input type="checkbox"/> trailer 1 <input type="checkbox"/> trailer 2; no major or minor defects found during initial inspection <input type="checkbox"/> power unit <input type="checkbox"/> trailer 1 <input type="checkbox"/> trailer 2; major and minor defects found during the initial inspection or while en route _____ _____ _____	
Signature - I inspected vehicles in accordance with the applicable Regulation _____	
Signature of each driver who did not conduct the initial inspection; Power unit _____	
Trailer 1 _____	Trailer 2 _____

It is not a requirement for drivers to indicate on an inspection report that a recorded defect is either major or minor. However, operators may add additional lines to a report for the driver to indicate that a defect is either major or minor.

No major <input type="checkbox"/> no minor <input type="checkbox"/> defects found during initial inspection. _____
No major <input type="checkbox"/> no minor <input type="checkbox"/> defects found while en route. _____
Minor defects found, initial inspection _____
Major defects found, initial inspection _____
Minor defects found, while en route _____
Major defects found, while en route _____

Certification of Repairs

Ontario operators **may** include a "certification of repairs" section on inspection reports to track defects and repairs.

When a report lists a defect and the defect was repaired without the operator creating a separate repair order for the repair, the repair and any parts used must be noted on the report. In this case the report becomes a maintenance record and is retained for two years.

Reports that list defects, which are determined not in need of repair or declared not to be a defect are also retained for two years.

This applies whether or not the report contains a separate "certification of repairs" section.

Sample

CERTIFICATION OF REPAIRS			
Signature of person, who repaired defect, determined not in need of repair or declared not to be a defect. _____			
Date _____	Driver's Signature _____	Date _____	

Sample Report Books

Report books may only be used for a vehicle that returns at the end of the day to a location where the operator has access to the vehicle and the book. The operator must be able to produce the book to an officer upon an officer's request. Also, defects written in the book must be reported to the operator verbally or by phone, etc. when the book is not handed into the operator as notification of having a defect.

A report book must be carried and produced to an officer. If the inspection schedule is not contained within the book the driver is required to carry and produce the applicable schedule.

The following information **must** be printed somewhere on or in the book; operator's name, licence plate number and plate jurisdiction of the vehicle.

Sample **optional** information items that may be printed somewhere on or in the book: unit number, vehicle identification number, make of vehicle, year of vehicle and period covered, from _____ to _____.

Sample 5: Report Book For a Truck That Tows a Trailer.

If a trailer is not towed the trailer columns can be removed. If a trailer is inspected at a different time or location than the truck or a second trailer is towed during the day enter the trailer inspection on a separate line.

Left side of page.

Inspection date	Inspection time	Inspection location	Odometer reading (power unit)	Enter X if trailer inspected with power unit	Ontario Trailer plate number	Printed name of inspection person

Right side of page.

Signature - I inspected the vehicle in accordance with the applicable Regulation	Major and minor defects found during the initial inspection or while en route If no defects found enter X	Signature of each driver who did not conduct the initial inspection

Sample 6: Report Book For a Truck That Does Not Tow a Trailer.

Left side of page

Month of inspection _____	Inspection time	Inspection location	Year		Signature - I inspected the vehicle in accordance with the applicable Regulation
			Odometer reading	20--	
1					
2					
3					
4					
5					
6					
7 etc					

Right side of page.

Major and minor defects found during the initial inspection or while en route. If no defects found enter X	Signature of each driver who did not conduct the initial inspection

Sample optional items for both types of report books

Defects reported to (print name)	Item repaired or not in need of repair	Repair date	Printed name and signature of repair person	Work order or file number

Sample

CERTIFICATION OF REPAIRS	
Signature of person, who repaired defect, determined not in need of repair or declared not to be a defect. _____	Date _____
Driver's Signature _____	Date _____

VEHICLE DEFECTS

Recording Defects

The driver is 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

For the purposes of reporting defects to the operator, the operator may designate an employee to receive reports of defects.

Minor and major defects, which are listed in a schedule, must be reported immediately by the driver or inspection person to the operator upon discovery of the defect.

Depending on the driver's situation, reporting defects to the operator may be done in person, by phone, via written report or by electronic means.

Driving With Defects

A driver may continue to drive with a minor defect that is listed on an inspection schedule if the driver has immediately entered the defect on the daily inspection report and reported the defect to the operator.

It is a defence for a driver, if charged with a defect from another part of the Act when the defect is also a defect that is listed as a minor defect on an inspection schedule. This defence only applies if the driver has found, reported the defect and recorded the defect on the inspection report prior to an examination of the vehicle by an officer.

It is important to note that while the driver has a defence for driving with a minor defect listed on a schedule, the operator can be charged for the defect. Operators may wish to discuss this important factor with drivers.

USE OF ELECTRONIC DEVICES AND DOCUMENTS

Daily inspection reports, the results of an inspection and inspection schedules may be kept in an electronic recording device.

When requested by an officer, the driver is required to produce, at the driver's option, either;

- an electronic display of the report or schedule, that is readable from outside the vehicle by the officer, or
- a printed copy of the report or schedule signed by the driver after printing, or
- a handwritten copy of the report or schedule signed by the driver after it is handwritten.

Notes:

- the electronic display is not required to have a signature.
- an officer may, at his or her discretion, enter a vehicle to read the screen of an in-cab permanently attached device.

Vehicle maintenance, repair records and documents may also be kept in electronic format provided the operator or a person designated by the operator prints and signs a copy of a report or document when requested by an officer.

INSPECTION REPORT RETENTION PERIOD AND LOCATION

Inspection reports and reports and notices issued by an officer;

- are stored at the operator's principal place of business or at a terminal or business address specified by the operator.
- are kept for at least two years or for six months after the vehicle ceases to be the operator's responsibility.
- that list only defects and no repairs are kept for six months. Reports that show repair information are kept for two years.

TRUCK AND TRAILER MAINTENANCE, INSPECTION AND COMPONENT PERFORMANCE STANDARDS AND RECORD KEEPING

PURPOSE

The purpose of this document is to provide information to operators about the minimum truck and trailer maintenance, inspection and component performance standards requirements.

REQUIREMENTS

Operators of trucks and towed trailers, to which the requirements apply, are required to:

- establish a "written system" to periodically inspect and maintain vehicles,
- ensure that inspections and maintenance are carried out in accordance with the written system, and
- ensure that the vehicles meet the prescribed performance standards at all times while operating on a highway.

PERFORMANCE STANDARDS

Prescribed Performance Standards are set out in the following regulations, as applicable to the vehicle;

- 611 = Schedules 1 and 2 (Safety Inspections).
http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900611_e.htm
- 587 = Equipment.
http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_900587_e.htm
- 199/07 = Schedule 1, (3 column format) contained within this document
(Commercial Motor Vehicle Inspections).

All Regulations are made under the Highway Traffic Act.

WRITTEN SYSTEM

A written system to periodically inspect and maintain vehicles can be a simple written or electronic document that sets out, for example, a stated time period and/or distance for which a vehicle requires its next inspection and/or maintenance activity. Inspections and maintenance intervals are commonly linked together. For example, an inspection is due at X distance or X time period, whichever occurs first. Non-safety related maintenance items such as oil changes and tune-ups can be included in the system. An annual safety inspection can form part of the written system.

RECORDS TO BE KEPT

Operators are required to keep the following records for each truck, towed trailer and converter dolly that is subject to the above requirements:

- identification records for the vehicle, including,
 - the vehicle's unit number, if any,
 - the vehicle's year and make,
 - the vehicle's vehicle identification number, and
 - if the vehicle is not owned by the operator, the name of the person that supplies the vehicle to the operator, and the first and last dates on which the vehicle was operated by the operator.

- a record of the inspections and maintenance of and repairs to the vehicle, including,
 - the nature of the inspections, maintenance and repairs,
 - the name of the person who conducted each inspection and performed each maintenance or repair,
 - if an inspection, maintenance or repair was conducted or performed by someone other than the operator or a person employed by the operator, the invoice or other record of the inspection, maintenance or repair provided by the person who conducted or performed it,
 - if a part was purchased and used in maintenance or in a repair, the invoice or receipt for the part, (see note) and
 - if the vehicle has an odometer, the odometer reading of the vehicle at the end of the inspection, maintenance or repair,

Note:

Invoices and receipts for the purchase of bulk parts must be maintained until the inventory has been depleted or at least two years has passed, whichever occurs last.

Parts from all purchases, including bulk purchases must be inventoried out on repair documents.

It is not a requirement that a repair document shows an invoice or receipt number.

It is not necessary to keep invoices within maintenance files. Invoices may be maintained within accounts payable, provided the operator can supply the invoices to an auditor at time of audit.

- the types and frequency of inspections and maintenance required to be carried out on the vehicle under the operator's system of periodic inspections and maintenance,
- a record of any axle or suspension modifications of the vehicle that affect the manufacturer's gross vehicle weight rating or gross axle weight rating,
- copies of safety standards certificates and annual inspection certificates issued in respect of the vehicle, and copies of equivalent documents from other jurisdictions issued in respect of the vehicle, and
- copies of inspection notices, reports and appearance notices issued by an enforcement officer or government official of another jurisdiction.

RETENTION PERIOD FOR RECORDS

Records are retained for at least two years or six months after the vehicle is no longer operated by the operator.

A daily inspection report indicating no defect(s) is kept for six months.

When a report lists a defect and the defect was repaired without the operator creating a separate repair order for the repair, the repair and any parts used must be noted on the report. In this case the report becomes a maintenance record and is retained for two years.

Reports that list defects, which are determined not in need of repair or declared not to be a defect are also retained for two years.

This applies whether or not the report contains a separate "certification of repairs" section.

RETENTION LOCATION FOR RECORDS

Records are kept at the operator's principal place of business or another terminal or business address of the operator.

Where a record or document is in electronic format it may be stored at any location if it can be readily accessed by the operator from the operator's principal place of business in a format that would allow a printed copy of the record to be generated.

ELECTRONIC RECORDS

Any record or document that is required to be created, kept or surrendered may be made, kept or surrendered in electronic format. An electronic record or document does not require a signature.

Operators who keep records and documents in electronic format must be capable of printing a copy of the report or document.

U.S. TRUCKS AND TRAILERS OPERATING IN ONTARIO

Trucks bearing U.S. plates may operate in Ontario if the vehicle(s) was inspected, and an inspection report completed, in accordance with the daily inspection requirements of the U.S., or any province including Ontario or in accordance with National Safety Code Standard 13 as of May 2005 which is published by the Canadian Council of Motor Transport Administrators.

Where an inspection was completed in accordance with U.S. requirements, the driver must carry and produce a post inspection report that is not more than 24 hours old. Where a driver does not have access to the vehicle's post inspection report, the driver must conduct an inspection in accordance with U.S. rules and carry a U.S. report that complies with U.S. requirements and that is not more than 24 hours old.

OUT-OF-PROVINCE TRUCKS AND TRAILERS THAT REQUIRE INSPECTION WHILE OPERATING IN ONTARIO

A truck and trailer coming into Ontario from another province, territory or state will require inspection if the same Ontario vehicle requires inspection. For vehicle application see "VEHICLES THAT REQUIRE INSPECTION". For exemptions see "VEHICLES THAT ARE EXEMPT FROM INSPECTION". This applies regardless of the distance to be traveled in Ontario and whether or not inspection rules apply or the vehicle is exempt in its home province, territory or state.

ONTARIO TRUCKS AND TRAILERS TRAVELLING IN THE U.S.

Ontario inspections and inspection reports are acceptable in the U.S., provided the report contains a "certification of repairs" section. See question 17 at: http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/fmcsrruletext.asp?rule_toc=765§ion=396.11§ion_toc=1953.&guidence=Y for details.

Sample "certification of repairs"

CERTIFICATION OF REPAIRS			
Signature of person, who repaired defect, determined not in need of repair or declared not to be a defect.			
_____	Date _____	Driver's Signature _____	Date _____

U.S. daily vehicle inspection rules may not apply to a driveaway-towaway operation, or any motor carrier operating only one commercial motor vehicle. See Exceptions at: http://www.fmcsa.dot.gov/rules-regulations/administration/fmcsr/fmcsrruletext.asp?rule_toc=765§ion=396.11§ion_toc=1953 for details.

This information was accurate at the time of publication. Operators should visit the appropriate web site to confirm that this information is still current.

WEB LINKS TO OTHER MINISTRY OF TRANSPORTATION TRUCK INFORMATION

For information regarding other mandatory driver and vehicle safety programs that may apply to you or your truck, or for items of additional information or interest please visit the following web pages:

- Hours-of-Service requirements (logbooks).
<http://www.mto.gov.on.ca/english/trucks/regulations/hours.htm>
- Annual Safety Inspections.
<http://www.mto.gov.on.ca/english/trucks/regulations/annual.htm>
- Registered Gross Weight, how to determine the correct amount.
<http://www.mto.gov.on.ca/english/trucks/regulations/trailers.htm>
- Commercial Vehicle Operator's Registration (CVOR)
<http://www.mto.gov.on.ca/english/trucks/cvor/index.html>

MINISTRY OF TRANSPORTATION CONTACTS

If the information on this web page has not answered your question or questions, please contact the Ministry of Transportation Enforcement Office nearest you, at:

Durham Region	(905) 728-7505 x 105	Ottawa	(613) 731-1474
Halton Region	(905) 315-7556	Peel Region	(905) 564-9190
Hamilton	(905) 643-7947 x 200	Sault Ste. Marie	(705) 945-9395
Kenora	(807) 468-2781	Sudbury	(705) 566-1414
Kingston	(613) 544-2220	Thunder Bay	(807) 473-2021
Waterloo	(519) 885-4297	Timmins	(705) 497-5411
London	(519) 873-4286	Toronto	(416) 325-2642
Niagara Region	(905) 643-7947 x 200	Windsor	(519) 972-9044
North Bay	(705) 497-5411	York Region	(905) 713-7324

TERMS USED IN THIS DOCUMENT

"actual weight"

in the case of a truck towing a trailer, means the weight of the truck, when loaded or empty, plus any weight transferred to the truck by an attached trailer, including a house trailer, an object, a device or an implement of husbandry. The weight transmitted to the road by a towed vehicle is not included in the trucks' actual weight.

The empty weight of a truck may be found on the vehicle portion of the truck's permit (ownership) beside the VEH WT heading and is in kilograms. Note: VEH WT may have been determined before the installation of the truck's cargo body, equipment, fuel, etc.

"emergency vehicle"

means,

- a road service vehicle operated by or on behalf of a road authority,
- a vehicle used by a person employed by or on behalf of a police force, or
- a vehicle used by or on behalf of a public utility.

"historic truck"

means a truck that is at least 30 years old, has a vehicle permit for a historic vehicle, is operated on a highway in parades, for purposes of exhibition, tours or similar functions organized by a properly constituted automobile club or for purposes of repair, testing or demonstration for sale, is substantially unchanged or unmodified from the original manufacturer's product, and does not have "year-of-manufacture" plates.

"house trailer"

includes a cabin trailer, collapsible cabin trailer, tent trailer and camping trailer.

"operator"

the term operator is used in this document to describe the person or company who operates a truck and is directly or indirectly responsible for the operation of the vehicle, conduct of the driver and carriage of goods or passengers. The operator may own or lease the vehicle. "Operator" is also used to distinguish the operator from driver. The driver may be the operator or a person hired by the operator. A person who is the operator and the driver of a vehicle is required to comply with the rules for both the driver and the operator.

"personal use pickup truck"

means a pickup truck;

- that has a manufacturer's gross vehicle weight rating of 6,000 kg (13,227 lb) or less, and
- is fitted with either,
 - the original box that was installed by the manufacturer, which has not been modified, or
 - a replacement box that duplicates the one that was installed by the manufacturer, which has not been modified.

and

- is being used for personal purposes without compensation, and
- is not carrying, or towing a trailer that is carrying commercial cargo or tools or equipment of a type normally used for commercial purposes.

Note:

- the personal use pickup exemption applies regardless of the pickup's registered gross weight or any actual weights of the pickup or trailer.
- a pickup that is normally used for business purposes, including a farm plated pickup, qualifies as a personal use pickup if it complies with and is being used in accordance with the personal use pickup rules above.
- a trailer that is normally used for business purposes qualifies as a personal use trailer if it complies with and is being used in accordance with the rules above and is towed with a personal use pickup.
- some 450 and 550 series cab and chassis trucks are converted to large pickups or are fitted with fifth wheels for towing house or other types of trailers. This type of truck does not qualify as "personal use pickup" because the vehicle manufacturer did not install the box and the manufacturer's gross vehicle weight rating will likely be over 6,000 kg. If the registered gross weight or actual weight of this type of truck is over 4,500 kg, the truck and any towed trailer, including a personal use trailer, are subject to daily inspection. However, this type of truck is exempt when towing a personal-use house trailer.

The following considerations may assist in determining whether a pick-up is being used for personal use:

- pick-ups towing house trailers, camper trailers, boat trailers, all terrain vehicle and snowmobile trailers, etc. used for recreational purposes are examples of personal use trailers.
- stockcar and racecar trailers, when operated for recreational purposes, are normally considered personal, even though a purse may be involved in the racing.

The following is offered as guidance when towing horse trailers;

- personal use would include moving a horse to or from;
 - fairs, exhibitions, horse shows, ploughing matches, pulling competitions.
 - boarding facilities, where the horse is not included in a for-profit business.
- business use would include moving a horse to or from;
 - a racetrack sanctioned by the Ontario Racing Commission, for the purposes of racing, training or breeding.
 - a horse used for riding by a facility where the public pays a fee to ride the horse.
 - a horse transported by a person in the business of breeding or boarding horses for profit.

"registered gross weight"

- registered gross weight (RGW) determines the fee paid for truck licence plates and applies the same whether or not the truck is used for personal, business or farm purposes. Trailers do not have a RGW.
- RGW is indicated on the right portion (plate portion) of a truck's permit (ownership), to the right of "REG. GROSS WT" and is in kilograms (kg). One kilogram equals 2.204 pounds and one pound equals .4536 (kg).

For details on how to determine the correct amount of RGW for a truck or truck and trailer combination please visit: <http://www.mto.gov.on.ca/english/trucks/regulations/trailers.htm>.

"road-building machine"

means a self-propelled vehicle of a design commonly used in the construction or maintenance of highways, including but not limited to,

- asphalt spreaders, concrete paving or finishing machines, motor graders, rollers, tractor-dozers and motor scrapers,
- tracked and wheeled tractors of all kinds while equipped with mowers, post-hole diggers, compactors, weed spraying equipment, snow blowers and snow plows, front-end loaders, back-hoes or rock drills, and
- power shovels on tracks and drag lines on tracks,

but not including a commercial motor vehicle.

"trailer"

includes, but is not limited to boat, snowmobile, livestock, horse and general purpose utility trailers. Trailer does not include devices such as tar pots, portable welders, portable cement mixers, portable compressors, car tow dollies or farm implements such as wagons, balers, etc.

"truck"

includes, but is not limited to truck tractors, straight trucks, pickup trucks, curb side/cube vans, business use trade vans/panel trucks, and passenger vans and two and four wheel drive sport utility vehicles while being used to transport cargo, other than personal effects, with one or more of the vehicle's rear seats removed. This applies regardless of how the vehicle is plated, e.g., car, truck or farm plated.

Truck does not include a road-building machine, crane or a self-propelled implement of husbandry.