

Revision 1.1

Quarterly Reporting General Information

Member Profile Edit

Before you begin, please take a moment to review your Member Profile. Several of the benchmarks in the Quarterly Reports depend on the information contained within it.

[Update your member profile](#)

Peer Group: Large Truck (11 or more units)	MVID: 000-0000
Address: #310 10357 82 Ave Edmonton, AB, Canada T6E 1Z9	WCB Industry Codes • Trucking - Specialized - 50701
Using Drivewyze Bypass? yes	Fleet units registered with Drivewyze: 12
Reporting one month behind for Hours of Service? yes	Reporting one month behind for Mileage? no

[Update your member profile](#)

Every time you start a quarterly report, you will see this box and given opportunity to update your Member Profile. It is important to keep your Member Profile up-to-date as some of the benchmarks are associated with the information that it contains.



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Preparer Edit

Name: Matt Greene	Position: Compliance Officer
Contact Type: • Reporting	Email: mgreene.pic@gmail.com
Office Phone: 780-395-6146	Cell:

Is this information accurate? If not please take a second to update your [user profile](#)

The Preparer information will automatically fill based on the user logged in and starting the Quarterly Report.

Again, an opportunity to make any updates your user profile before starting is available.



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Figure 1

General Information

Instructions

Please use "Part 1 – Carrier Information" to enter Average and Current fleet numbers found on your carrier profile.

The NSC Drivers are entered in the SMMP and the average drivers the carrier had over the applicable quarter is calculated – the minimum required drivers to audit & logs to be audited is based on that average.

Please upload your carrier profile used to format this report, the carrier profile must be pulled for a 1-year period back from the quarter end date, please check the confirmation box.

Quarter: 2nd quarter 2018 (ending 2018-06-30)

NSC Fleet Size

Average:

Current:

NSC Drivers for 1st month of the quarter:

NSC Drivers for 2nd month of the quarter:

NSC Drivers for 3rd month of the quarter:

Average number of NSC Drivers for the quarter

Upload Carrier Profile: No file selected.

I confirm the carrier profile uploaded to support this quarterly report has been pulled for 1-year back from the quarter end date: July 1, 2017 to June 30, 2018

I confirm that my [member profile](#) is complete and that all information within it is up-to-date.

The reporting quarter should be pre-selected

Enter in Average & Current fleet size as per the Carrier Profile in Part 1, *see figure 2*

The NSC Drivers are entered in the SMMP and the average drivers the carrier had over the applicable quarter is calculated – the minimum required drivers to audit & logs to be audited is based on that average.

Upload your Carrier Profile used to complete this Quarterly Report

Confirm your Carrier Profile was pulled for a 1-year period back from the quarter end date

Confirm your Member Profile is up-to-date and accurate

Hit Save to start your Quarterly Report



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Figure 2

Reportable Collisions:

NSC MONITORING PROGRAM ON:

Carrier's Monitoring Stage (1 to 4, 4 being the highest risk): Not on Monitoring

Total number of carriers at the same stage or greater: Not Applicable

NSC carriers in Alberta with Safety Fitness Certificates: 24,718

MUST be the last day of reporting Quarter

NSC FLEET SIZE ON: 2017 JUN 30 *Average:* 0 *Current:* 0

using MVIDS: 1234-56789 1234-56789

Enter the Average and Current Fleet numbers in the corresponding space in the Quarter reporting document



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Figure 3

All reasonable efforts have been taken to ensure the accuracy of the information in this report. If any information shown in this profile is in question, the carrier should consult their records and, if it is believed an inconsistency still exists, contact Carrier Services at (403) 340-5444.

An Education Manual has been developed to assist carriers with compliance to transportation safety legislation. The manual and other information regarding Alberta's safety fitness program can be viewed on the internet at www.transportation.alberta.ca

Note: **The carrier profile must be pulled for a 1-year period from the End Date of the reporting quarter**

Date Printed: 2017 JUL 17

Requested By:



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Section 1 – Convictions

Figure 4

Convictions

Instructions

Please use "Part 2 – Conviction Analysis" from your Carrier Profile and enter the total **Convictions**.

This is for information only, by entering this data each quarter this will allow you to run a performance report against yourself on how you're performing with convictions

Total Convictions:

Update

Enter the Total Convictions from Part 2 of the Carrier Profile



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Section 2 – CVSA Inspections

Figure 5

CVSA Inspections

Instructions

Please use "Part 3 - CVSA Inspection Information" (Summary) from your Carrier Profile for the number and type of Inspections. Enter the number of Passed, Requires Attention, and Out of Service in the boxes below. The SMMP will calculate the Out of Service Rate.

The current benchmark is 25% for trucking companies and 15% for bus companies. The Intervention Policy is invoked when a carrier encroaches within 15% of the established benchmark.

Minimum number of Inspections before CVSA applies: **20**

Number of Passed Inspections: ✓

Number of Required Attention Inspections: ✓

Number of Out of Service Inspections: ✓

Total Number of Inspections: **3**

Alberta Failure Rate (%): **NA**

Out of Service Rate (%): **NA**

Benchmark Out of Service Rate: **25.0%**

Update

This number will automatically adjust based on the Industry Category for your company

Enter these numbers from Part 3 of the Carrier Profile, **see figure 6**

These numbers will automatically calculate based on the 3 numbers entered above



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Figure 6

<i>PART 3 - CVSA INSPECTION INFORMATION</i>			
<i>NSC Number:</i>	AB023-4567		
<i>Carrier Name:</i>	ABC Trucking Ltd.		
Profile Period Start Date:	2016 JUL 01		
Profile Period End Date:	2017 JUN 30		
Date Printed:	2017 JUL 17		
	Pages 1 To 4		
TOTALS:	PASSED:	0	
	REQUIRED ATTENTION:	0	
	OUT OF SERVICE:	0	

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Section 3 – Preventable Collisions

Figure 7

Preventable Collisions

Instructions

Use 'Part 4 - Collision Information' (Summary) from your Carrier Profile for the number of collisions. Enter the points assigned to **Property Damage, Injury and Fatality**, the SMMP will automatically determine the preventable collisions total based on point values assigned to the type of collision.

- Property Damage: 2 points
- Injury: 4 points
- Fatality: 6 points

Please ensure that you enter only the points beside each of the three types of collisions above.

Enter the mileage in the box below, select whether the mileage is Kilometers or Miles. The SMMP will calculate the rate per 1,600,000 km. The SMMP will report the standard for this measure when all reports have been received.

Collisions reporting to cover 12-month period ending:

Number of Reportable Collisions:

Number of Points associated with Preventable "Property Damage" collisions:

Number of Points associated with Preventable "Injury" collisions:

Number of Points associated with Preventable "Fatal" collisions:

Number of Preventable "Property Damage" collisions:

Number of Preventable "Injury" collisions:

Number of Preventable "Fatal" collisions:

Total Number of Preventable Collisions:

This will show the last day of the reporting quarter, unless you're reporting mileage a month behind, if so it must be specified in your *Member Profile*

Enter the points for each collision type, which are found in Part 4 of the carrier profile, **see figure 8**

These numbers automatically calculate based on above



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From Company Records

Total fleet mileage for 12 month period:

Distance type Kilometres
 Miles

Number of Collisions per 1,600,000 km's:

Enter the mileage for a 12-month period from the reporting end date, specify either KM or MILES



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Figure 8

Profile Period Start Date:	2016 JUL 01			
Profile Period End Date:	2017 JUN 30			
Date Printed:	2017 JUL 17			
	Pages 1 To 3			
TOTALS:	NUMBER OF COLLISIONS	NON-PREVENTABLE	PREVENTABLE OR NOT EVALUATED	ACTIVE POINTS
Property Damage:	0	0	0	0
Injury:	0	0	0	0
Fatal:	0	0	0	0
+++++				
COLLISION NOTE				
The information in this Part is based on collisions considered "reportable" by the jurisdiction in which they occurred. Collisions are displayed in the order in which they occurred with the most recent date shown first.				
Points will be assigned to each collision depending on the collision severity. The highest appropriate point value will be assigned to each collision.				
<ul style="list-style-type: none"> Property Damage Personal Injury Fatality 	2 points 4 points 6 points	Enter the points for each of the Collision Types in section.		



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Section 4 – R-Factor

Figure 9

Risk Factor (R-Factor) Score

Instructions

Please use "Part 6 - Monitoring Information" from your Carrier Profile to complete this section. The most current R-Factor score can be found at the top of the score column on page 2 of Part 6. The Intervention Policy is invoked when a carrier encroaches within 15% of the established benchmark.

Peer Group:

R-Factor Score from Carrier Profile:

Benchmark R-Factor Score: 0.683

Enter the R-Factor from Part 6 Page 2 of the Carrier Profile at the top of the score column, **see figure 10**

This number automatically displays based on Industry Category your company falls into

Figure 10

NSC Number: AB023-4567
Carrier Name: ABC Trucking Ltd.

MONTH-END DATE	FLEET INFORMATION					R-FACTOR				MONITORING STAGE
	TYPE	TRK%	BUS%	AVG	CUR	SCORE	CONV%	INSP%	COLL%	
2017 JUN	TRK	100%	0%	0	0	0.000				
2017 MAY	TRK	100%	0%	0	0	0.000				
2017 APR	TRK	100%	0%	0	0	0.000				
2017 MAR	TRK	100%	0%	0	0	0.000				
2017 FEB	TRK	100%	0%	0	0	0.000	0.0%	0.0%	0.0%	
2017 JAN	TRK	100%	0%	0	0	0.000	0.0%	0.0%	0.0%	



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Section 5 – Drivers’ Hours of Service Violations

Figure 11

Drivers’ Hours of Service Violations

Instructions

The SMMP automatically calculates the minimum number of drivers to be audited based on the NSC Drivers entered previously and displays the minimum number of logs that must be audited.

Please enter the actual number of logs audited and the number of Fatigue Related Violations and Form and Manner Violations from the audited logs.

Please upload a copy of your hours of service audit document which supports your fatigue violation rate and form and manner violation rate reported.

The current benchmark is 3.5% fatigue related violations and 7% form and manner violations. The Intervention Policy is invoked when a carrier encroaches within 15% of the established benchmark.

This will show the last day of the reporting quarter, unless you’re reporting Hours of Service a month behind, if so it must be specified in your *Member Profile*

Reporting covers 3 months ending: 02/28/2018

Upload Hours of Service Audit Form No file selected.

Minimum number of drivers logs to be audited: 32

Minimum number of logs to be audited:
Drivers x 90 days (Includes days off and resets) 2880

Actual number of driver logs audited:

Fatigue Related Violations:

Form and Manner Violations:

Fatigue Related Violations Rate (%):

Form & Manner Violations Rate (%):

Fatigue Benchmark: 3.5%

Form & Manner Benchmark: 7.0%

Upload your Hours of Service audit summary to support your violations reported
A template can be found under the Resources section of the SMMP

This will automatically calculate based on the number of NSC drivers you entered above

Enter the number of drivers logs audited, be sure it is no less than the required number above

Enter number of Violations for both Fatigue Related and Form & Manner Related

Automatically calculates



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Section 6 – Drivewyze ByPass (only if currently subscribed to Drivewyze)

Figure 12

Drivewyze ByPass

Instructions

Please enter the bypasses for each month during the reporting quarter below from your Drivewyze Monthly Report. The SMMP will calculate and display your total bypasses and the approximate Green House Gases saved for the given quarter.

Bypasses during 1st month of the quarter:

Bypasses during 2nd month of the quarter:

Bypasses during 3rd month of the quarter:

Total Number of Bypasses for the Quarter:

Enter the total bypasses for Month 1, 2 & 3 of the Quarter from your Drivewyze monthly summary

Submit for Executive Review

Figure 13

Report Details

Status: In Progress

I hereby certify that the information presented in this report is an accurate representation of the company's safety performance for the 12-month periods specified in this report.

Confirm:

Once all sections are complete, you must certify the information in the report is accurate and submit for your Executive's Review, your Executive contact reviews the report and submits to PIC for final review and acceptance



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If further assistance is needed

If you require additional information or assistance with the Quarterly reporting, please feel free to contact any of the PIC team members for help, see below:

Matthew Greene **Ph:** 780-395-6146
PIC Coordinator **E-mail:** matthew.greene@amta.ca

Sue Fowler **Ph:** 403-214-3443
PIC Sr. Coordinator **E-mail:** sue.fowler@amta.ca

