Walkthrough of Carrier Services Online Permit Applications

(Using the Oil Well Service Vehicle Cycle Exemption Permit as an Example)

Please be advised that this document is only a sample application form of the *Oil Well Service Vehicle Cycle Exemption Permit*. The application form in this document may be different than the application form currently online, as updates to the applications are made as required. Relevant information and screen displays are shown for each step in the application process.

This document may help guide you through the online permit application system, and may be used to help you to enter application information for other permit types.
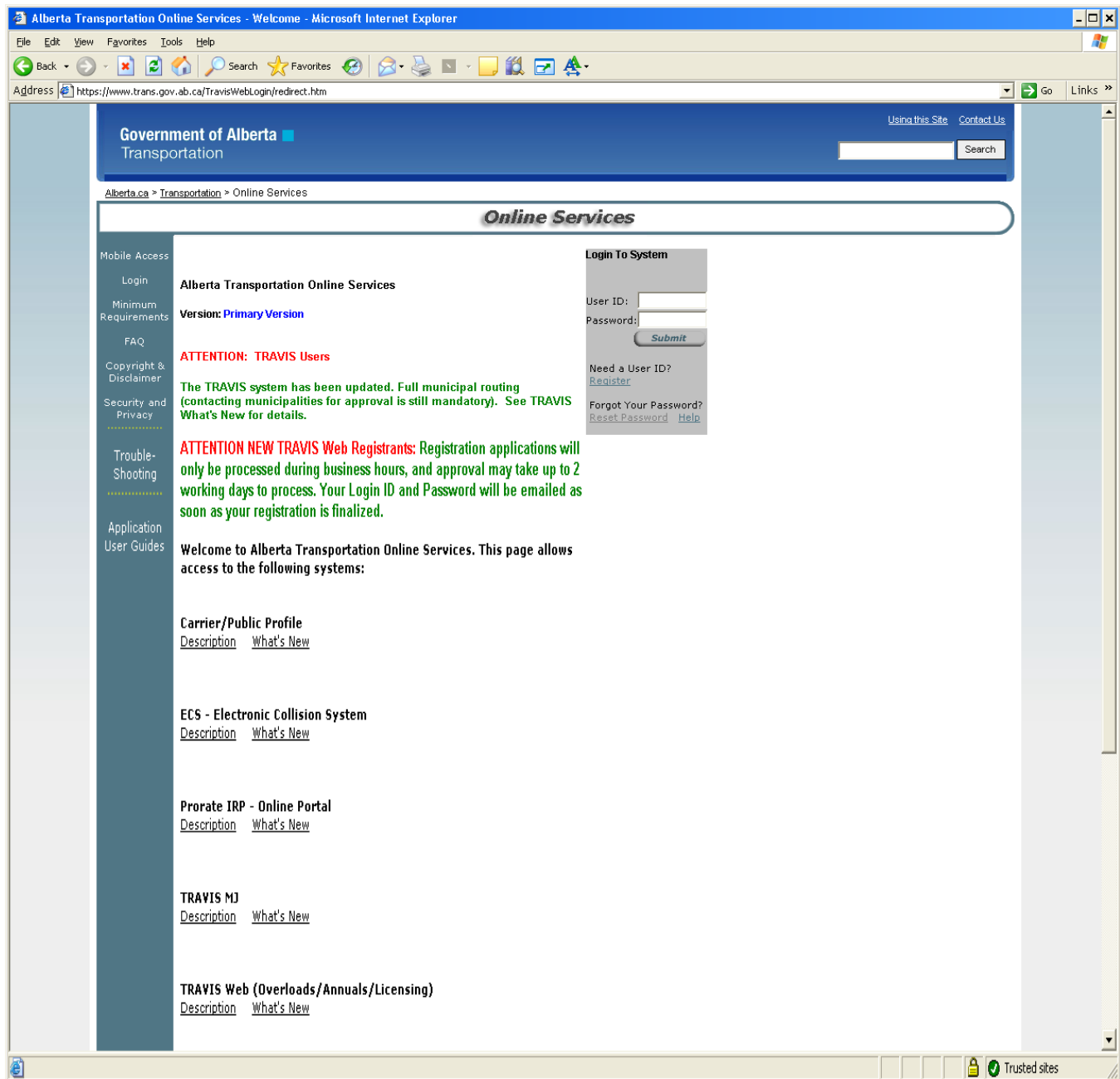
Please direct any questions to Carrier Services at 403-755-6111 (toll free by first dialing 310-0000) or email at CarrierServicesPermitsApplications@gov.ab.ca .

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Accessing Alberta Transportation Online Services

1. Go to www.trans.gov.ab.ca/TravisWebLogin/welcome.htm

2. Enter your User Id and Password and click "Submit" (skip next section and go to <u>page 8</u> after entering information).

   (a) If you do not yet have a User Id, click "Register" and follow the directions on pages 5 to 7, otherwise go to step 3.

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(b) Read the User Agreement and click "Continue" when ready.

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(c) Enter all information highlighted in red beside the asterisk*.

(d) The list will include all the services you have access to. Click on the *Carrier Services Permits* service to continue.

(e) Complete all the registration information then click "Submit" at the bottom of the screen.

> i.   A temporary password will be emailed to you, usually the same day but may take up to 3 days.
> ii.   If you do not receive an email with your password, please contact Carrier Services at 403-340-5430.
> iii. Once you receive a password, return to www.trans.gov.ab.ca/TravisWebLogin/welcome.htm and enter your User ID and password. Follow the directions as shown on page 4.
> iv.   You will have to change your temporary password for one of your choosing (follow directions for changing your password).

IMPORTANT NOTE:

The email address entered in the "Individual Work E-mail" field will automatically populate in the online permit application in the email address field of the "Certification" section. Email notifications will be sent to the email address entered in this section. However, you can change the email address prior to submission of the permit application. It is important to review the "User Information" section on a regular basis, and make updates as required.

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3. If you have an account, you can log into Online Services, as usual. If you have not accessed the online permitting service previously, then you will need to add the *Carrier Services Permits* service to your account options.

You can click on "My Account" to add this new service. The request may take one to three days to process. If you already have registered for *Carrier Services Permits*, then go to Step 4.

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Select the *Carrier Services Permits* online service, and then click "Submit". You will receive email confirmation related to the acceptance of your request.

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Starting an Online Permit Application

4. Once you enter your User ID and Password, and are logged into Online Services, you can click on the *Carrier Services Permits* link.
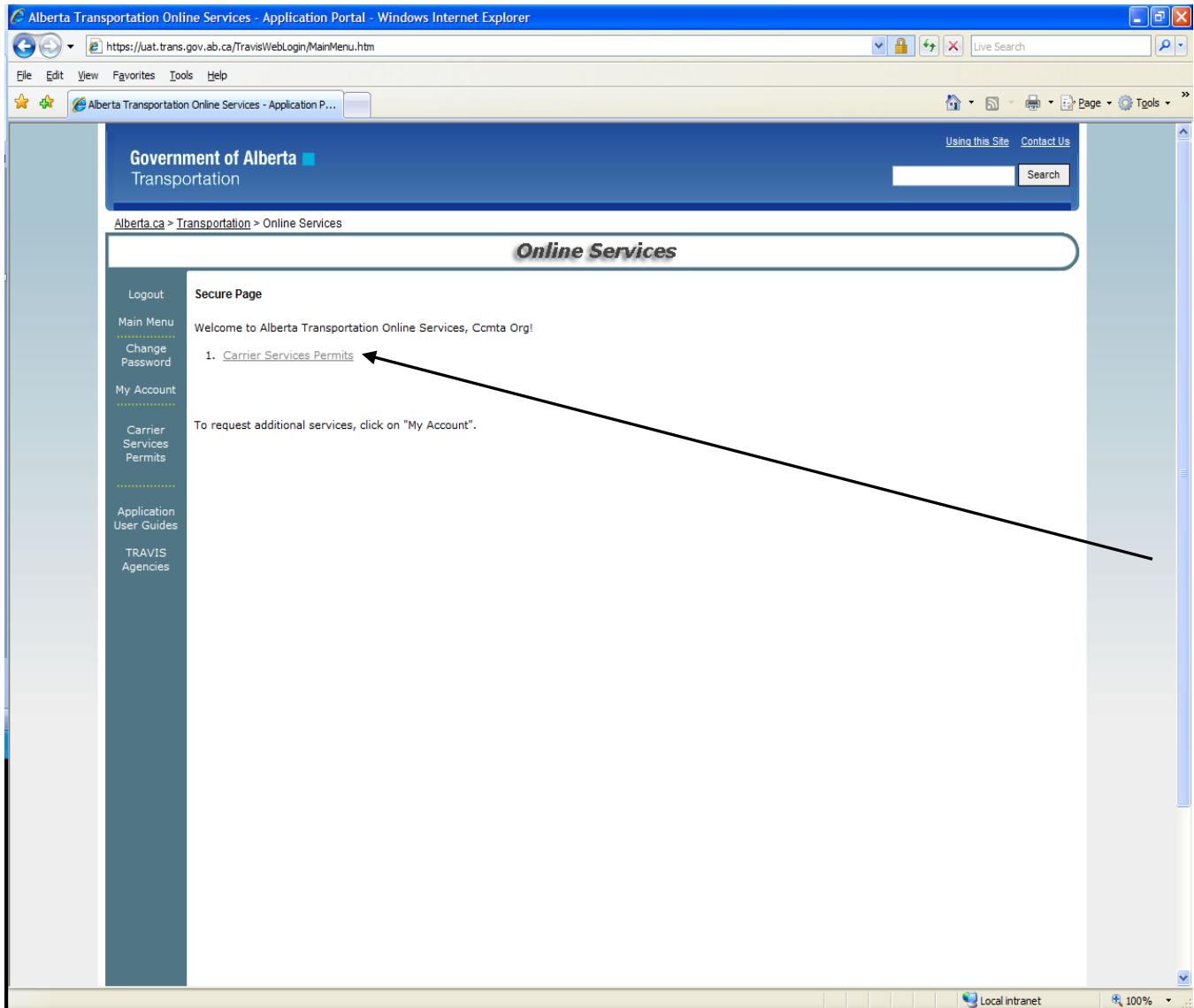
Once you select Carrier Services Permits, you can start the online permit application process.

5. Click on the blue link at the top of the page that says "Click here to start a New Permit Application".

If you have used *Carrier Services Permits* online system before, then a summary table (as shown below) will display all permit applications in process and permits issued through the online system.

The summary chart may be blank if you have not yet used this online permit system or you have not entered any applications. Please note that, if you previously submitted a hardcopy application to Carrier Services, then an electronic record of this application <u>may</u> appear in the summary table.

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6. You will see a summary page that includes all the permits that Carrier Services offers online. Click "Select" when you find the permit that you wish to apply for.

New Approval

In order to start a new Permit Application you must select one of the Permit Types from the list below. Otherwise, click on the Cancel button at the bottom of this form to return to the previous page.(Carrier Services-Permit Information, Carrier Services-Permit Overview)

Code	Permit Name	Description	Information	Application Fee	Active?	
CAODC	CAODC Oil and Gas Well Service Rig Permit	The permit(s) may allow for:		$100.00	Yes	Select
DRA	Divided Record Authority Permit	Application for Authority to Retain Records at other than the Principal Place of Business.		$55.00	Yes	Select
FHOSC	Federal Oil Well Service Vehicle Cycle Exemption Permit	The intent of this permit is to only allow a transportation service to be provided directly to or from a well head.		$55.00	Yes	Select
MFVP	Municipal Firefighting Vehicle Permit	The permit(s) may allow for:		$0.00	Yes	Select
Waterwell	Water Well Drilling Rig Exemption Permit	The permit(s) may allow for:		$100.00	Yes	Select

You will notice that the online permit system uses codes to differentiate between the permit types. You can refer to the chart below for more information.

Online Permit Code	Full Permit Name
FHOSC (walkthrough example)	*Oil Well Service Vehicle Cycle Exemption Permit*
CAODC	CAODC Oil and Gas Well Service Rig Permit
DRA	Divided Record Authority Permit
Waterwell	Water Well Drilling Rig Exemption Permit
MFVP	Municipal Firefighting Vehicle Permit

You can click on the PDF icon in the "Information" column to review additional information related to the permit type.

You can also click on the 'blue links' entitled "Carrier Services- Permit Information" and "Carrier Services- Permit Overview" to review other general permit information.

For the purposes of this example, "Select" *FHOSC* when applying for the *Oil Well Service Vehicle Cycle Exemption Permit.*

7. A new "approval application" is created for you to enter the appropriate permit application information.

The application status is listed as "Input" since all fields can be edited and it has not been submitted for approval.

<mark>New **approval application** has been created.</mark>

View/Edit Approval

   * Business Area: [Carrier Services ▼]   [Help]

   * Permit Type: 🔍 [FHOSC]

Application for Permit for Oil Well Service Vehicle Cycle Exemption
Federal Regulation Commercial Vehicle Drivers Hours of Service Regulation (SOR/2005-313)

Section 63 of the federal Commercial Vehicle Drivers Hours of Service Regulation, (SOR/2005-313) allows for a permit to be issued exempting qualified carriers from the cycle requirements provided a motor carrier satisfies certain criteria. To qualify for this permit exemption, Alberta has identified that a motor carrier must meet the regulatory definition of an oil well service vehicle and the department's policies in this area. These policies have been summarized below as to which services do and don't qualify for the permit.

The intent of this exemption is to allow a transportation service to be provided directly to or from a well head. The exemption does not apply when traveling between any two locations that do not include a well head site.

NOTE: This permit is available only to carriers who hold a "Federal" operating status issued by Alberta Transportation and using vehicles base-plated in Alberta. If vehicles are not base-plated in Alberta, the carrier must apply for a separate permit with the jurisdiction in which the vehicles are licensed.

☐

Current Application Status: Input

Non-Compliant Activity Information: **No failed activities.**

The blue "Help" link enables you to view training and reference material from our website at any time, as you enter the application information. This document entitled *Walkthrough of Carrier Services Online Permit Applications* (Using the Oil Well Service Vehicle Cycle Exemption Permit as an Example) is available on the website to help you navigate through the application process.

Entering Carrier Information

8. Enter all fields of Section A: Carrier Information.

Remember that all fields marked with an asterisk (*) are mandatory and must be completed.

Section A: Carrier Information

Name:

Operating Status:

MVID Number:

NSC/DOT Number:

Phone Number:

Principal Place of Business Address (in Alberta):

Mailing Address

Fax Number

Contact Person:

First Name:

Last Name:

Title:

Safety Officer:

First Name:

Last Name:

Driver License #:

Please specify permit delivery preference:

☐ Email   ☐ Fax   ☐ Mail

The "Carrier Information" related to Carrier Name, MVID Number, NSC/DOT Number, and address information will automatically populate from our carrier database.

You can edit the "Mailing Address" and enter the other information fields.

If there are any discrepancies with the information that automatically populates, you must contact Carrier Services at 403-755-6111 or email to CarrierServicesPermitsApplications@gov.ab.ca .

Entering Application Information: Jurisdictions

9. Enter all fields of Section B: Application Information.

Click the "Add Jurisdiction" button, and then use the dropdown list to select the jurisdiction you intend to use the permit in, and then click "Save".

Section B: Application Information
Select the jurisdiction(s) in which you intend to use this permit: Add Jurisdiction

Section B: Application Information	
Select the jurisdiction(s) in which you intend to use this permit:	Cancel

Jurisdiction Entry

* **Jurisdiction:**   British Columbia, CA

You can use the "Add Jurisdiction" button to add multiple jurisdictions. When you save your entry you will receive a message that the "new jurisdiction has been created".

Section B: Application Information
Select the jurisdiction(s) in which you intend to use this permit: Add Jurisdiction
New **jurisdiction** has been created.

Jurisdiction Entry

* **Jurisdiction:**   British Columbia, CA

Save   Cancel

Jurisdiction	
Alberta, CA	Delete
Manitoba, CA	Delete

You can "Delete" the jurisdiction selected and add a new jurisdiction if an error is made.

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9. Continue Section B: Application Information.

If you hold any Hours of Service exemption permits in other jurisdictions, you need to use the "Add Jurisdiction" button and the dropdown list to add the jurisdiction, enter the permit information, and then click "Save".

Do you hold any other Permits for any Hours of Service exemptions in any other Jurisdictions?

○ Yes ○ No

Add Jurisdiction

Jurisdiction Entry

* **Jurisdiction:**   British Columbia, CA   ▼

* **Permit #:** [   ]

* **Expiry Date:** [   ] 🖩

* **Permit Type:** [   ]

Save   Cancel

You will receive a message confirming that the jurisdiction has been created.

New **jurisdiction** has been created.

Jurisdiction	Permit #	Expiry Date	Permit Type		
British Columbia, CA	15464161	2012/02/16	464161	Edit	Delete

You need to identify if you ever have been denied a permit, or if one has been cancelled or suspended in Alberta or in another jurisdiction.

Use the "Add Jurisdiction" button and dropdown to add the jurisdiction, permit information, and then click "Save".

Have you been denied a similar permit or had any permit or certificate cancelled or suspended in Alberta or by any other jurisdiction in the past 12 months *(e.g. safety fitness certificate, annual/semi-annual vehicle inspection certificate, etc.)*?

● Yes ○ No

Please use the following "Add Jurisdiction" link to add jurisdictions: Add Jurisdiction

9. Continue Section B: Application Information.

Jurisdiction Entry	
* **Jurisdiction:**	Alberta, CA ▼
* **Date:**	🖩

<div style="background-color: yellow;">New jurisdiction has been created.</div>

Jurisdiction	Date		
Alberta, CA	2012/02/13	Edit	Delete

You will receive a message confirming that the jurisdiction has been created. You can use the "Edit" button to revise the entry or use the "Delete" button to remove the entry.

Identify if you have been subjected to "Conditional" or "Unsatisfactory" Safety Fitness Rating. Use the "Add Jurisdiction" button and dropdown to add the jurisdiction, Safety Fitness Number, and then click "Save". You must identify instances related to the carrier, carrier(s) with the same name and/or new names, and carrier(s) previously owned by the registered owner.

Has the Applicant, the Applicant's partners, Directors, Shareholders or beneficial owners of the applicant motor carrier, at any time been subjected to a "Conditional" or "Unsatisfactory" safety fitness rating in any jurisdiction in North America, including Alberta, for any commercial transportation operation?

◉ Yes ○ No

Please use the following "Add Jurisdiction" link to add jurisdictions: **Add Jurisdiction**

Jurisdiction Entry	
* **Jurisdiction:**	British Columbia, CA ▼
* **Safety Fitness Number:**	
	Save Cancel

You will receive a message confirming that the new jurisdiction has been created. You can use the "Edit" and/or "Delete" buttons as required.

<div style="background-color: yellow;">New jurisdiction has been created.</div>

Jurisdiction	Safety Fitness Number		
Alberta, CA	19495621	Edit	Delete

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Nature of Your Transportation Business

10. **Use the text box provided to enter information related to Section C: Description of the Nature of Your Transportation Business.**

Section C: Description of the Nature of Your Transportation Business

Including identification of general types of commodities/loads being moved. (Use **Attached Documents** section at the bottom of this form to include additional documents, if required)

Information in this section may include:

- The nature of your business operation(s) in the oilfield industry (e.g. coil tubing, nitrogen operation, acid operation, fracturing, etc.),
- Specific goods that are hauled (e.g. gravel, etc.),
- Hours of service driving cycle limits,
- Explanation related to the need for an exemption from hours of service cycle requirements, etc.

You can use *Section P: Attached Documents* to upload additional information related to the Description of the Nature of Your Transportation Business.

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National Safety Code Compliance

11. Answer all questions in Section D: National Safety Code Compliance.

You can select "Yes" or "No" by clicking the appropriate box.

Section D: National Safety Code Compliance	
Which of the following have you implemented?	
Written Safety Plan - *Commercial Vehicle Certificate and Insurance Regulation, (AR314/2002)*	○ Yes ○ No
Individual Driver Files - *Commercial Vehicle Certificate and Insurance Regulation, (AR314/2002)*	○ Yes ○ No
Written Maintenance Plan - *Commercial Vehicle Safety Regulation, (AR121/2009)*	○ Yes ○ No
Individual Vehicle Files - *Commercial Vehicle Safety Regulation, (AR121/2009)*	○ Yes ○ No
Which of the following reference material have you obtained? *(click here for more information)*	
A copy of all relevant legislation *(e.g. Hours of Service, Maintenance, Safety, etc.)*	○ Yes ○ No
A copy of your Carrier Profile within the past year	○ Yes ○ No
A copy of Alberta's Reference Guide for Hours of Service Training Development	○ Yes ○ No
A copy of Alberta's Education Manual on General Transportation Compliance	○ Yes ○ No

You can click on the blue link that says "click here for more information". The link will direct you to Carrier Services' web information.

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Internal Controls to Ensure Compliance

12. Use the text box provided to enter information related to Section E: Description of Internal Controls to Ensure Compliance.

Section E: Description of Internal Controls to Ensure Compliance

Briefly describe any process you have in place such as staff training, internal compliance monitoring and staff discipline, to ensure compliance with Driver's Hours of Service and other applicable Safety Laws. *(including Dangerous Goods, operation and control vehicles, weight and dimensions, vehicle maintenance and repair, safe loading etc.)* (Use **Attached Documents** section at the bottom of this form to include additional documents, if required) *(click here for more information)*

You can use *Section P: Attached Documents* to upload additional information related to the Description of Internal Controls to Ensure Compliance.

You can click on the blue link that says "click here for more information". The link will direct you to Carrier Services' web information.

Current Hours of Service Legislation

13. **Use the text box provided to enter information related to Section F: Description of Why Current Hours of Service Legislation is Inadequate.**

You can use *Section P: Attached Documents* to upload additional information related to this section.

Section F: Description of Why Current Hours of Service Legislation is Inadequate

Describe why adjusting your operations *(e.g. using more drivers, adjusting work hours, using sleeper berths, etc.)* will not allow compliance to the current cumulative cycle requirements. *(Be Specific. Include any documentation needed to support application)* (Use **Attached Documents** section at the bottom of this form to include additional documents, if required)

If granted, how will you apply this permit to your operation? *(e.g. work cycle; camp versus home when drivers off-duty; obtain suitable rest during off duty periods to alleviate fatigue; contingency plans for rest if you have an emergency at a "well site", etc.) (Be Specific. Include any documentation needed to support application)* (Use **Attached Documents** section at the bottom of this form to include additional documents, if required)

Entering Driver Information

14. You will need to enter a list of drivers that will be authorized to use this permit in Section G: Driver Information.

You must enter each driver either by entering the information one-by-one (for smaller carriers) or by using the electronic "Drivers Template" provided within the section. You must save the file in its original format, as an "Excel 97-2003 Workbook".

You must enter the driver's name as it appears on the driver's licence for the licence number to be validated correctly.

There may be <u>some</u> provisions for larger carriers with <u>multiple drivers </u>to use the "Attached Documents" section of the online application to upload their own driver spreadsheets. However, carriers must enter <u>1-20 drivers</u> in the "Driver Information" section. If the carrier has <u>more than 20 drivers</u> authorized to operate under this permit, then the carrier may use the "Attached Documents" section to attach an additional list(s) of authorized drivers in any format.

Any questions regarding entering <u>multiple</u> drivers within online applications can be directed to Carrier Services at 403-755-6111 or by email to CarrierServicesPermitsApplications@gov.ab.ca .

You can either add the drivers one-by-one, or use the "Drivers Template" provided to upload multiple drivers at the same time.

See pages 22 to 24 for information related to driver training.

Description of Training Courses for Drivers

	Minimum Course Criteria (Alberta Transportation)
Hours of Service and Fatigue Management	For more information you can review the document entitled *Minimum Course Criteria for Hours of Service and Fatigue Management* available at: http://www.transportation.alberta.ca/Content/docType276/Production/Oil_Well_Service_Vehicle_Cycle_Exemption_Permit_Sample.pdf
To ensure that training in hours of service and fatigue management is successful to meet the requirements of the Hours of Service exemption Permit, it is required that the course Instructor or the Carrier Representative ensure that the following minimum criteria are met.	**A. Course Administration:** **Course Duration:** minimum of 4 to 14 hours depending on the needs of the company and/or driver(s). If required by permit or exemption, managers and supervisors should have a minimum of 8 to 14 hours training. **Learning methods:** May use self study, classroom, computer CD or on-line, practical exercises, etc. **Material Required:** *Traffic Safety Act* (relevant sections), Federal and/or Provincial Hours of Service legislation, Application Guide to Federal Regulations (if applicable), sample log, etc. **Instructor and the carrier are required to retain:** course date and location, record of class list, individual test marks, copy of course material delivered and instructor's name. **Owner/Operators** who have NO other drivers except the owner also need to take appropriate actions to meet these minimum requirements. This may be done by acquiring and retaining the necessary information and learning it themselves (e.g. by obtaining the relevant modules from the Carrier Services' Education Manual). Although it would not be necessary for the Owner/Operator to write an exam, it would be of value. Information regarding completion of the training must be added to the owner's driver file (e.g. date, material covered, etc.). **B. Learning Objectives:** • Overview • Fatigue and the Human Biological Clock • Recognizing Fatigue • Interpretation and Definitions • Responsibilities of Motor Carrier, Shippers, Consignees, and Others • Responsibilities of driver's safety officers, dispatchers, and managers • Required Off-Duty Time • Limitations on Driving and On-duty times • Cycles, if applicable • Daily Log Requirements • Sleeper Berth Usage by Teams and Single driver • Permits • Emergency and Adverse Driving Conditions • Radius Record Requirements • Monitoring of Driver's Compliance by Motor Carriers • Carrier's policies/procedures that may be beyond regulatory requirements • Enforcement (on road and administrative) • Scheduling and dispatching • Carrier internal monitoring to determine if the program is effective

C. Evaluation Method(s):

Test participant's knowledge of the subject matter taught. The test may be open book but must be written and quantifiable. e.g.: conduct knowledge test with sample log exercises, etc. (Duration: minimum 1/2 to 1 hour)

Provide the student with results of test and review it (e.g.: return test to student and review areas of concern).

Reissue a second different test, as necessary. Student must retake course if they don't pass a second exam.

D. Issuance of Certificate:

Issue certificates to successful students (pass mark should be at least 80% for any regulatory subject).

Record the results of knowledge testing with the class list and retain the original list and tests for your records.

Retain a copy of the certificate on the individual driver's file.

General educational information is available on the Carrier Services Website at: www.transportation.alberta.ca

The federal *Commercial Vehicle Drivers Hours of Service Regulations* are available at: http://laws.justice.gc.ca/en/showtdm/cr/SOR-2005-313

The hours of service Application Guide is available at: http://www.ccmta.ca/english/pdf/HoS_Application_Guide.pdf

The provincial regulations (including the *Drivers' Hours Of Service Regulation)* are available at: www.transportation.alberta.ca/525.htm

The Alberta Reference Guide For Hours of Service Training (Federal) and the Education Manual (Federal and Provincial) can be found on our website at: www.transportation.alberta.ca/3.htm

Description of Training Courses for Drivers

Industry Related Training Requirements	Training Course Overview (Enform, 2012)
General Oilfield Driver Improvement *(GODI Training)*	"Topics include defensive driving skills, professional driving attitude, regulations and policies, National Safety Code requirements, proper vehicle inspection, log books, securing of loads, off-highway driving techniques, road conditions and hazards, and non-driving skills (map reading, hand signals, vehicle equipment operations, load securement, and tire chain installation)." *Enform, 2012*
Oilfield Haulers *(OH Training)*	"The course provides oilfield truck drivers with the knowledge to improve their on-road safe driving behaviors and attitudes. The target audience is oilfield truck drivers operating vehicles with GVW of 5500 kg and over. Topics include professional driving attitude, defensive driving skills, regulations and policies, National Safety Code (NSC) requirements, proper vehicle inspection, off-highway driving techniques, road conditions and hazards, and non-driving skills (map reading, hand signals, vehicle equipment operations, load securement and tire chain installation)." *Enform, 2012*
Canadian Association of Oilwell Drilling Contractors (CAODC) Driver Training Program *(CAODC Training)*	"This program provides field superintendents and rig managers with guidelines for completing a competency assessment of a floorhand, derrickman or driller. Topics covered include competence, responsibilities of the assessor, and performing successful assessments." *Enform, 2012*
Light Duty Vehicles *(LDV Training)*	"This course provides oilfield truck drivers with the knowledge to improve their on-road safe driving behaviours and attitudes. The target audience is personnel who drive light-duty vehicles, such as pick-ups, cars and hot shot units to and from field locations. Designed to reduce company vehicle accidents, it covers professional driver attitude, defensive driving skills, safe vehicle operation, safety and survival equipment, driving practices for off-highway and adverse conditions, and non-driving skills (map reading, hand signals, vehicle equipment operations, load securement and tire chain installation)." *Enform, 2012*

NOTE:

CAODC Member companies may implement CAODC's driver training program (approved by Alberta Transportation). If the company's drivers have completed the training as per the permit requirements, then no other industry training is required to meet this standard. When entering driver information, the carrier would enter "NO" for all the training that does not apply, and "YES" for the training that does apply.

By selecting the training that does apply or by entering "YES" in relation to the training that does apply, you are confirming that the driver training took place at some point in time. We do not require specific training dates to be entered.

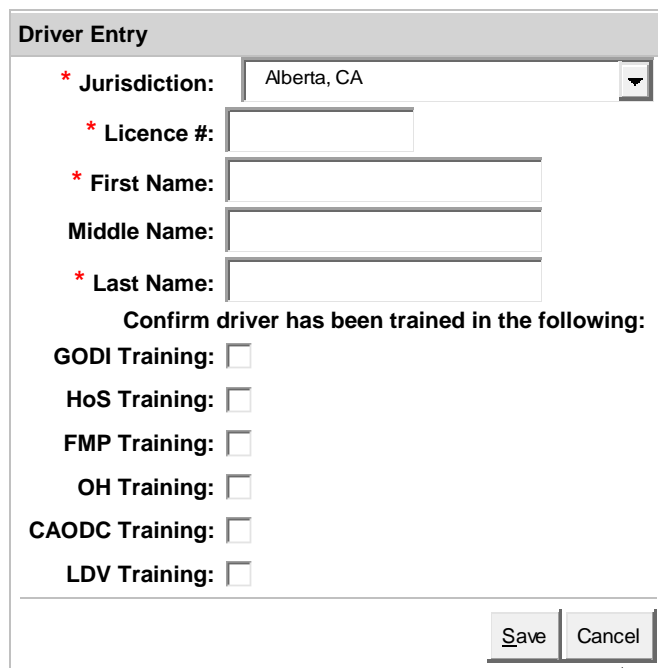## 14. Complete Section G: Driver Information (Continued).

A: Single Driver Entry

Please add a list of drivers that will be authorized to operate using this permit. You are required to provide updates of the Driver List to the Director, Carrier Services when staffing changes are made.

Add Driver   Open Drivers Template   Load Drivers Template

Click on the "Add Driver" link to add drivers one-by-one.

Driver Entry

* **Jurisdiction:**	Alberta, CA
* **Licence #:**	
* **First Name:**	
Middle Name:	
* **Last Name:**	

Confirm driver has been trained in the following:

GODI Training: ☐

HoS Training: ☐

FMP Training: ☐

OH Training: ☐

CAODC Training: ☐

LDV Training: ☐

Save   Cancel

Fill in all the necessary information related to the driver and training, then click "Save".

Remember that all data fields with an asterisk (*) are mandatory and must be entered.

You must enter the driver's name as it appears on their licence for the system to validate the entry. "Middle Name" may be required.

14. Complete Section G: Driver Information (Continued).

A: Single Driver Entry

You will receive a message that says your driver information has been created and a summary table will automatically display the driver information. The system automatically checks to ensure that the Alberta driver licence information is valid.

New **permit driver** has been created.

Jurisdiction	Licence #	Name	GODI Training	HoS Training	FMP Training	OH Training	CAODC Training	LDV Training		
Alberta, CA	054090006	Johnson, Noel	No	Yes	Yes	Yes	Yes	No	Edit	Delete

Non-Alberta driver licence numbers and driver information must be entered as well, and can be added in the same manner as Alberta driver licences.

If an invalid Alberta driver licence is entered using the "Add Driver" function, then an error message will appear on the screen. You can edit the information and then click "Save" again.

The Licence # "102656494" is not found. Please make sure you specify a valid Licence #.

Driver Entry

* **Jurisdiction:**	Alberta, CA
* **Licence #:**	102656494
* **First Name:**	Noel
Middle Name:	
* **Last Name:**	Johson

You can continue to add each driver one-by-one using the "Add Driver" link as outlined on page 25, or you can upload multiple drivers at the same time using the "Drivers Template" (outlined on pages 27 to 31).
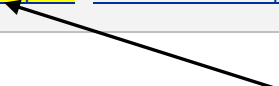
14. Complete Section G: Driver Information (Continued).

B: Multiple Driver Entry

Section G: Driver Information

Please add a list of drivers that will be authorized to operate using this permit. You are required to provide updates of the Driver List to the Director, Carrier Services when staffing changes are made.

Add Driver   Open Drivers Template   Load Drivers Template

Click on the "Open Drivers Template" link. An Excel Spreadsheet will open and you can use this template to enter multiple drivers at the same time.

Fill in data for each driver in <u>columns A to K</u>. Enter the First Name, Last Name, Middle Name (if required), Jurisdiction of Driver's Licence, and Licence Number. Also, enter "Yes" or "No" ("Y" or "N") if the driver has completed GODI Training, HOS Training, FMP Training, OH Training, CAODC Training, and LDV Training (see pages 22 to 24 for more information related to training). You cannot enter "N/A" or omit a response, as an error message will display. You must enter the driver's name as it appears on their driver's licence.

A	B	C	D	E	F	G	H	I	J	K
Jurisdiction	Licence #	First Name	Last Name	Middle Name	GODI Training	HoS Training	FMP Training	OH Training	CAODC Training	LDV Training
AB,CA	054090006	Noel	Johnson	Wayne	Yes	Yes	n	Yes	n	n
BC,CA	1345502423	Beckie	Choi		Yes	Yes	y	Yes	y	n

The following Province and Territory Codes are accepted in the "Drivers Template".

Jurisdiction	Province/Territory Codes	Jurisdiction	Province/Territory Codes
Alberta	AB	Newfoundland and Labrador	NL
British Columbia	BC	Nova Scotia	NS
Saskatchewan	SK	North West Territories	NT
Ontario	ON	Prince Edward Island	PE
Manitoba	MB	Quebec	QC
New Brunswick	NB	Yukon	YT

Ensure that all driver information is entered in the "Drivers Template", including drivers with licences from other jurisdictions. You must use correct spacing and dashes when entering drivers' licence numbers.

14. Complete Section G: Driver Information (Continued).

B: Multiple Driver Entry

Once the information is complete for each driver, you must save the document to your computer, and rename the file to include the carrier name and date that the "Drivers Template" was created. You must save the file in its original format, as an "Excel 97-2003 Workbook".

E.g. ABC Trucking-Drivers List-August 8-2012

Once the "Drivers Template" is complete and saved to your computer, you can click on the "Load Drivers Template" link.

Section G: Driver Information

Please add a list of drivers that will be authorized to operate using this permit. You are required to provide updates of the Driver List to the Director, Carrier Services when staffing changes are made.

Add Driver   Open Drivers Template   **Load Drivers Template**

Click "Browse" to find the "Drivers Template" file that you previously saved to your computer.

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14. Complete Section G: Driver Information (Continued).

B: Multiple Driver Entry

Select the appropriate file on your computer to upload to the Driver Information section of the application. You can do this by double clicking on the file name, or by highlighting the file name and then click "Open".

Once the appropriate file is selected, you can then click the "Upload" button on the online application.
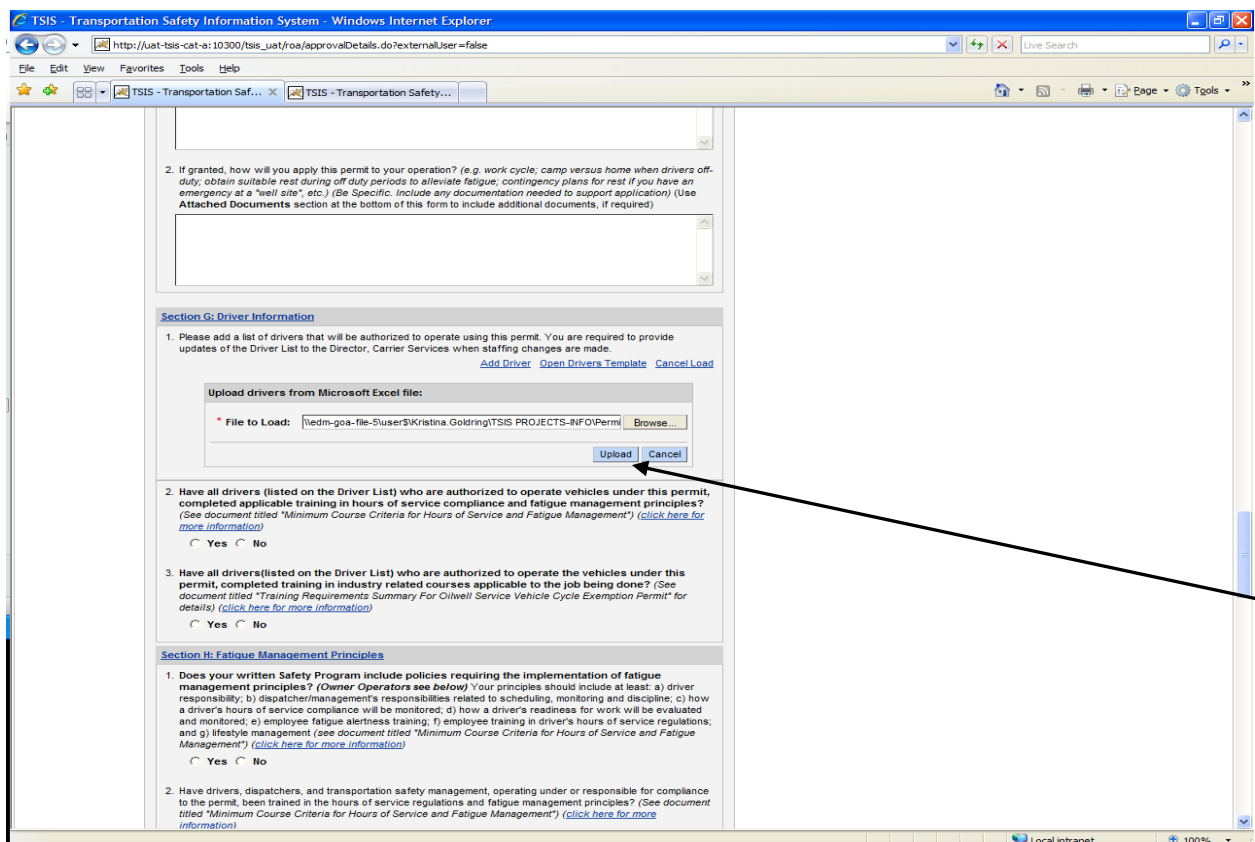
14. Complete Section G: Driver Information (Continued).

B: Multiple Driver Entry

The online system will automatically verify if the Alberta licence numbers entered are valid and correspond to the drivers' names. All drivers authorized to use the respective permit must be entered into the "Drivers Template", including drivers with licences from other jurisdictions.

If all the driver information is current and valid, then the "Drivers Template" will upload successfully to the "Driver Information" Section of the application.

Once the "Drivers Template" is uploaded, a summary chart of the driver information entered in the template will automatically display within the online application, along with a message stating that "The list of drivers has been successfully uploaded".

14. Complete Section G: Driver Information (Continued).

B: Multiple Driver Entry

If a driver licence number(s) entered in the "Drivers Template" does not all correspond with the driver name(s) entered, then an error message(s) will appear within the "Drivers Template".

Section G: Driver Information

1. Please add a list of drivers that will be authorized to operate using this permit. You are required to provide updates of the Driver List to the Director, Carrier Services when staffing changes are made.
   Add Driver   Open Drivers Template   Load Drivers Template

> There was a problem uploading the file "driverTemplate(1)-test.xls". Validation Failed. Please click here to correct the errors.

Jurisdiction	Jurisdiction - Validation Status	Licence #	Licence # - Validation Status	First Name	First Name - Validation Status	Last Name	Last Name - Validation Status	Middle Name	Middle Name - Validation Status	GODI Training	HoS Training
AB,CA	OK	054090006	OK	Noel	OK	Johnson	OK	Wayne	OK	Yes	Yes
AB,CA	OK		The Licence # "05236696" is not found		OK		OK		OK		

If an error occurs, you must edit the driver information in the "Drivers Template" and then re-save the document to your computer. You will then need to re-upload the revised "Drivers Template" to the Driver Information Section of the application.

Ensure that non-Alberta driver licence numbers and driver information is entered in the "Drivers Template" as well.

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14. Complete Section G: Driver Information (Continued). Answer questions.

Have all drivers (listed on the Driver List) who are authorized to operate vehicles under this permit, completed applicable training in hours of service compliance and fatigue management principles? *(see minimum course criteria)* *(click here for more information)*

  ◯ Yes ◯ No

Have all drivers (listed on the Driver List) who are authorized to operate vehicles under this permit, completed applicable training in industry related courses applicable to the job being done?
(see document "Training Requirements Summary for Oilwell Service Vehicle Cycle Exemption Permit" for details) *(click here for more information)*

  ◯ Yes ◯ No

If you select "No", then you can use the text boxes provided to add more information.

You can refer to the website links provided for additional information on *Hours of Service and Fatigue Management Minimum Course Criteria* and *Training Requirements Summary.*

Fatigue Management Principles

15. Complete Section H: Fatigue Management Principles. Answer questions.

You can refer to the website links provided for additional information on *Hours of Service and Fatigue Management Minimum Course Criteria*.

You can use the text boxes provided to add more information pertaining to this section.

Section H: Fatigue Management Principles

Does your written Safety Program include policies requiring the implementation of fatigue management principles? *(Owner Operators see below)* Your principles should include at least: a) driver responsibility; b) dispatcher/management's responsibilities related to scheduling, monitoring and discipline; c) how a driver's hours of service compliance will be monitored; d) how a driver's readiness for work will be evaluated and monitored; e) employee fatigue alertness training; f) employee training in driver's hours of service regulations; and g) lifestyle management *(see document entitled "Hours of Service and Fatigue Management" for minimum training criteria)* *(click here for more information)*

    ○ Yes ○ No

Have drivers, dispatchers, and transportation safety management, operating under or responsible for compliance to the permit, been trained in the hours of service regulations and fatigue management principles? *(see document titled "Hours of Service and Fatigue Management" for minimum training criteria)* *(click here for more information)*

    ○ Yes ○ No

Owner Operators

As an **owner/operator** *(with no other drivers employed)*, **does your Safety Program include implementation of fatigue management principles?** Your principles should at least include: a) driver readiness for work and fatigue alertness identification; b) training in drivers' hours of service regulations; and c) lifestyle management *(see document entitled "Hours of Service and Fatigue Management" for minimum training criteria)* *(click here for more information)*

    ○ Yes ○ No ☐ Not Applicable

Have you been trained in the hours of service regulations and fatigue management principles? *(see document titled "Hours of Service and Fatigue Management" for minimum training criteria)* *(click here for more information)*

    ○ Yes ○ No ☐ Not Applicable

Monitoring Driver Compliance

16. Complete Section I: Monitoring Driver Compliance. Answer questions.

You can refer to the website link provided for additional information on *Monitoring Driver Compliance.*

Section I: Monitoring Driver Compliance

Do you conduct monitoring of drivers hours of service duty status records for completeness, accuracy and hours compliance as per Section 87(1) of the federal regulation that meets at least the requirements specified in the attached document "Monitoring Driver Compliance"? *(see document entitled "Monitoring Driver Compliance" for details)* *(click here for more information)*

○ Yes ○ No

Do you take immediate remedial action when non-compliance is identified and document the non-compliance and action(s) taken?

○ Yes ○ No

If you select "No", then you can use the text boxes provided to add more information.

Entering Vehicle Information

17. Complete Section J: Vehicle Information. You will need to enter a list of Alberta-plated vehicles that will be covered by this permit.

You must enter each vehicle either by entering the plate one-by-one (for smaller carriers) or by using the electronic "Vehicles Template" provided within the section. You must save the file in its original format, as an "Excel 97-2003 Workbook".

There may be some provisions for larger carriers with multiple vehicles to use the "Attached Documents" section of the online application to upload their own vehicle spreadsheets. Carriers must enter 1-20 vehicles in the "Vehicle Information" section. If the carrier has more than 20 vehicles that will be covered by this permit, then the carrier may use the "Attached Documents" section to attach an additional list(s) of vehicles in any format. If an additional list(s) is attached in this manner, then the list(s) must contain all vehicle information required.

Any questions regarding entering multiple vehicles within online applications can be directed to Carrier Services at 403-755-6111 or by email to CarrierServicesPermitsApplications@gov.ab.ca .

You can either add the vehicles one-by-one, or use the "Vehicles Template" provided to upload multiple drivers at the same time.

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17. Complete Section J: Vehicle Information (Continued).

A: *Single Vehicle Entry*

Click on the "Add Vehicle" link to add vehicles one-by-one.
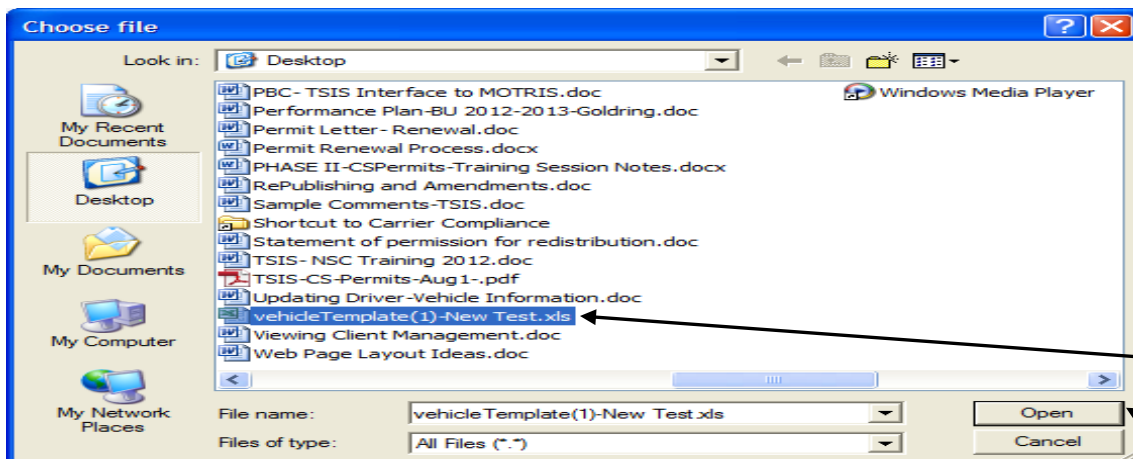
Section J: Vehicle Information

Please add a list of **Alberta-plated** vehicles that will be covered by this permit.

Add Vehicle   Open Vehicles Template   Load Vehicles Template

Vehicle Entry

* Plate No.: [   ]

Save   Cancel

Enter the Alberta "Plate number" then click "Save". The system will automatically check if the vehicle plate entered is registered to the carrier applying for the permit.

You will receive a message that says your vehicle information has been created and a summary table will automatically display information related to the vehicle entry.

New **permit vehicle** has been created.

Plate No.	VIN	GVW	Style	Seats	CVIP Certificate #	CVIP Inspection Issue Date	CVIP Inspection Expiry Date	CVIP Status	OOP CVIP	No CVIP	CVIP Expired		
052019	ROBTESVEH00005000	000050000	4 door						N	Y	N	Edit	Delete

You may use the "Attached Documents" section to upload additional vehicle information (e.g. photos, list of non Alberta-plated vehicles if necessary, etc.).
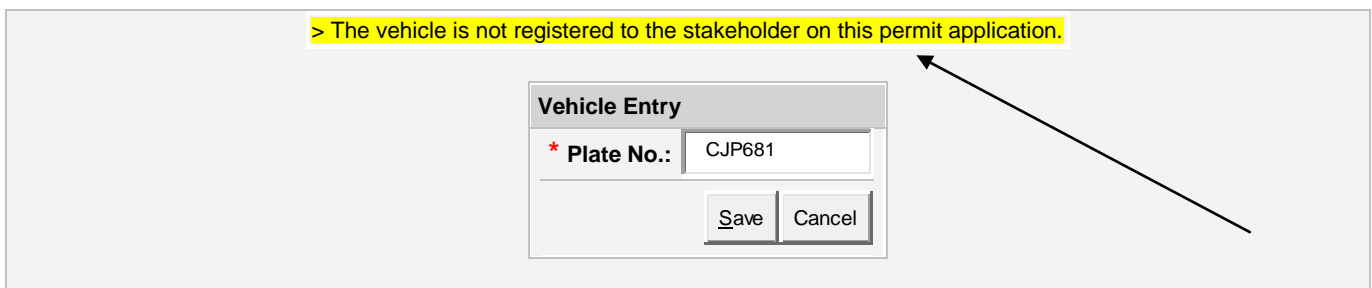
For the *Oil Well Service Vehicle Cycle Exemption Permit*, you only need to enter the Alberta-plated vehicles in this section.

17. Complete Section J: Vehicle Information (Continued).

A: *Single Vehicle Entry*

If the vehicle plate number entered using the "Add Vehicle" function is not registered to the carrier, then an error message will appear on the screen.

You can edit the information and then click "Save" again.

> The vehicle is not registered to the stakeholder on this permit application.

Vehicle Entry

* **Plate No.:**	CJP681

Save   Cancel

You can continue to add each vehicle one-by-one using the "Add Vehicle" link as outlined on page 36 or you can upload multiple vehicles at the same time using the "Vehicles Template" (outlined on pages 38 to 42).

17. Complete Section J: Vehicle Information (Continued).

B: Multiple Vehicle Entry

Section J: Vehicle Information

Please add a list of <mark>Alberta-plated</mark> vehicles that will be covered by this permit.

<div align="right">Add Vehicle   <mark>Open Vehicles Template</mark>   Load Vehicles Template</div>

Click on the "Open Vehicles Template" link. An Excel Spreadsheet will open and you can use this "Vehicles Template" to enter multiple vehicle plates at the same time.

A	B
Plate No.	
CJP378	
CJP681	
CJP693	
CJP801	

- Enter all <u>Alberta-plated</u> vehicles in Column A. Only use Column A.

- Enter all vehicle plates related to the permit.

- Ensure that the plate letters, numbers and dashes are entered correctly. Capitalization is not required. Do not enter spaces.

Once the vehicle plates are entered in Column A (entitled "Plate No."), you must save the document to your computer. Ensure that only <u>Alberta-plated</u> vehicles are entered in the "Vehicles Template". Rename the file to include the carrier name and the date that the "Vehicles Template" was created. You must save the file in its original format, as an "Excel 97-2003 Workbook".

E.g. ABC Trucking-Vehicles List-August 8-2012

You may use the "Attached Documents" section to upload additional vehicle information (e.g. photos, list of non Alberta-plated vehicles if necessary, etc.). For the *Oil Well Service Vehicle Cycle Exemption Permit*, you only need to enter the <u>Alberta-plated vehicles</u> in this section.

Once the "Vehicles Template" is complete, you can click on the "Load Vehicles Template" link to find and upload the "Vehicles Template" document that is saved to your computer.

17. Complete Section J: Vehicle Information (Continued).

B: Multiple Vehicle Entry

Section J: Vehicle Information

Please add a list of <mark>Alberta-plated</mark> vehicles that will be covered by this permit.

Add Vehicle   Open Vehicles Template   <mark>Load Vehicles Template</mark>

Click "Browse" to find the "Vehicles Template" file that you previously saved to your computer.

Select the appropriate file on your computer to upload to the Vehicle Information section of the application. You can do this by double clicking on the file name, or by highlighting the file name and then click "Open".

17. Complete Section J: Vehicle Information (Continued).

B: Multiple Vehicle Entry

Once the appropriate file is selected, you can then click the "Upload" button on the online application.

The online system will automatically verify if the Alberta vehicle plates entered are registered to the carrier. If all the vehicle plates entered in the "Vehicles Template" are registered to the carrier, then the "Vehicles Template" will upload successfully to the Vehicle Section of the application.

If all the vehicle plates entered in the "Vehicles Template" are registered to the carrier, then the "Vehicles Template" will upload successfully to the Vehicle Section of the application.

17. Complete Section J: Vehicle Information (Continued).

B: Multiple Vehicle Entry

Once the "Vehicles Template" is uploaded, a summary chart of the vehicle information entered in the template will automatically display within the online application, along with a message stating that "The list of vehicles has been successfully uploaded".

The list of vehicles has been successfully uploaded.

Plate No.	VIN	GVW	Style		
cjp378	TESTGARY000000069	25000		Edit	Delete
cjp681	TESTGARY000000212	45000		Edit	Delete
CJP693	TESTGARY608	30000		Edit	Delete

17. Complete Section J: Vehicle Information (Continued).

B: Multiple Vehicle Entry

If the vehicle plates entered in the "Vehicles Template" are not all registered to the carrier, then an error message(s) will appear within the "Vehicles Template".

Section J: Vehicle Information
Please add a list of **Alberta-plated** vehicles that will be covered by this permit. Add Vehicle   Open Vehicles Template   Load Vehicles Template
> There was a problem uploading the file "vehicleTemplate(1)-test2.xls". Validation Failed. Please click here to correct the errors.

You must edit the vehicle plates entered in the "Vehicles Template" and then re-save the document to your computer, and re-upload the revised template to the Vehicle Section of the application.

Plate No.	Plate No. - Validation Status	
052019	*OK*	
052666	*The Plate No. "052666" is not found*	*The vehicle is not registered to the stakeholder on this permit application*
cjp681	*OK*	

You may use the "Attached Documents" section to upload additional vehicle information (e.g. photos, list of non Alberta-plated vehicles if necessary, etc.). For the *Oil Well Service Vehicle Cycle Exemption Permit*, you only need to enter Alberta-plated vehicles in this section.

Collision Information

18. Complete Section K: Collision Information.

You can click on the blue links for additional information pertaining to the National Safety Council and Carrier Services' Collision Evaluation Process.

If you select "No", you can use the text box to include more information.

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Safety Review

19. Review Section L: Safety Review.

Ensure that you review all components of this section and understand Carrier Services' permit review process.

If you have any questions you can contact Carrier Services at 403-755-6111 or email to CarrierServicesPermitsApplications@gov.ab.ca .

Section L: Safety Review

Prior to issuance of this permit, the department will determine:

a) Whether this permit application is complete;
b) Whether your vehicles meet the requirements, as defined by this permit, and the services they are used for;
c) Whether your company's operation of providing services to a well site meets the Department's policies for issuing such permits; and
d) That the following information is acceptable:
1. the contents of your current Alberta Carrier Profile;
2. past compliance to "safety laws" in Alberta or any other jurisdiction;
3. the results of an Alberta NSC Audit conducted within the last 3 years;
4. content and implementation of Applicant's policies/procedures regarding driver training on Hours of Service compliance and fatigue management principles;
5. content and implementation of Applicant's written policies/procedures regarding the Applicant's compliance to the Hours of Service regulations (including driver compliance monitoring program) and to all permit conditions
6. content and implementation of Applicant's written policies/procedures regarding compliance to the permit conditions (including fatigue management principles, etc.) and
7. any other information the Director considers appropriate.

At the end of preliminary review, the Director may:

a) Issue the permit for the full year;
b) Issue the permit for the reduced time period;
c) Apply conditions to be satisfied prior to issuing or renewing the permit;
d) Table the application until it is considered "complete" or Applicant is verified as being in compliance:
e) Not support issuing the permit due to safety/compliance concerns

Permit Policies

20. Review Section M: Permit Policies.

Ensure that you understand the permit policies. You can click "Yes" to confirm.

If you have any questions you can contact Carrier Services at 403-755-6111 or email to CarrierServicesPermitsApplications@gov.ab.ca .

<table>
<tr><td>Section M: Permit Policies</td></tr>
<tr><td>
Summary of Permit Policies:

a) Permit Holder must have and maintain an acceptable Carrier Profile (including R-Factor score), general NSC compliance (including a pass audit score and Fatigue Violation Rate) and permit compliance (including a pass Permit Inspection score, when available)

b) Only drivers who have been fully trained in all required industry-related courses are authorized to utilize the permit exemption.

c) All drivers, dispatchers, and transportation safety management, operating or responsible for compliance under the permit, must have successfully completed the specified training in hours of service compliance and fatigue management.

d) Permit holder has an effective Fatigue Management program in place that meets requirements.

e) The hours of service cycle exemption is being used ONLY for allow transportation services directly to and/or from an oil/gas well facility.

f) The Permit Holder must have and implement a written policy which identifies that they effectively monitor the hours of service compliance of each driver.

g) The Permit Holder must have and implement specific written policies and procedures identified in their safety program to ensure that all conditions of the permit are being complied with at all times and must actively monitor compliance to all permit conditions including documenting the results of the monitoring.

Do you understand and agree to abide by these policies?

○   Yes ○   No
</td></tr>
</table>

Certification

21. Complete Section N: Certification.

Information related to the <u>applicant's first and last name, phone number, and email address</u> will automatically be transferred from the information fields in the "My Account- User Information" section of Alberta Transportation Online Services. This information is required to set up and maintain an account with Online Services.

The "User Information" that is <u>currently</u> entered in Online Services will be displayed. You can update the information related to the person making the permit application.

Section N: Certification

I certify that I understand and agree to abide by the above requirements, and that information provided in this application is true and correct.
Person making application (update as necessary):

First Name:	Ccmta	Phone Number:	(403) 999-9999
Last Name:	Org	Fax Number:	(403) 222-8888
Title:		Cellular Number:	
		Email Address:	kristina.goldring@gov.ab.c

☐ I confirm that the information entered above is current and correct. Please note that the official permit document upon approval will be sent to the email address entered above

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21. Complete Section N: Certification (Continued).

Ensure that the information entered in the "Certification Section" of the online application is valid and current. You can make updates as required.

Once the information has been reviewed, then you can check the "confirmation box".

I certify that I understand and agree to abide by the above requirements, and that information provided in this application is true and correct.

Person making application (update as necessary):

First Name:	Ccmta	Phone Number:	(403) 340-5588
Last Name:	Org	Fax Number:	(403) 222-8888
Title:		Cellular Number:	
		Email Address:	kristina.goldring@gov.ab.ca

☐ I confirm that the information entered above is current and correct. Please note that the official permit document upon approval will be sent to the email address entered above

IMPORTANT NOTE:

You must review the email address that displays in the "Certification Section" of the online application, and ensure that it is correct and corresponds with the email address of the carrier's authorized permit representative. You can update this field as required.

Email notifications will be sent to the email address entered in the "Certification Section". Upon approval of the permit application, an email notification will be sent to the email address entered in the "Certification Section", along with the official permit document(s) and a receipt of payment.

21. Complete Section N: Certification (Continued).

ADDITIONAL NOTE:

If you wish to update your "User Information" related to your account with Online Services, you can log into Online Services and click on the "My Account" link.

You can then update the "User Information" section and click "Submit".

Please note that any updates made to the "User Information" section of your account with Online Services will only be displayed in new online permit applications created after the account update(s) have been made.

Updates made to "User Information" will not be shown in the "Certification Section" of online permit applications that are in currently in progress or that have been previously submitted to Carrier Services for review.

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Payment

22. Complete Section O: Payment Information.

Select your method of payment from the payment list: "Credit Card" or "On-Account" (if applicable).

The system automatically verifies if a carrier has a valid account with Alberta Transportation. If a carrier has a valid account, then the "On-Account" payment option will also display in the payment list. This account is set-up up through Alberta Transportation Finance directly. Inquiries related to setting up an account can be directed to Alberta Transportation Revenue Administration at 403-340-5075.

The system automatically verifies if a carrier is a Partners In Compliance (PIC) carrier or a government agency. If the carrier is a PIC carrier or a government agency, then the permit fees are waived.

If you are a PIC carrier or a government agency, then a message will automatically appear in the "Carrier Information" section of the application. Also, a message will appear in the "Payment Information" section stating that the fee is waived, as shown below.

Section A: Carrier Information

PIC Client
Government Department

Section O: Payment Information

Fee Waived for PIC Client or Government Department.

If you think that you should be exempt from the applicable permit fees, and a message does not appear in the "Carrier Information" Section and/or a message does not display in the "Payment Information" Section, then you can contact Carrier Services directly at 403-755-6111 or email to CarrierServicesPermitsApplications@gov.ab.ca .

22. Complete Section O: Payment Section (Continued).

To pay by Credit Card, select the "Credit Card" payment option. Click the "Preauthorize" link.

Section I: Payment Information
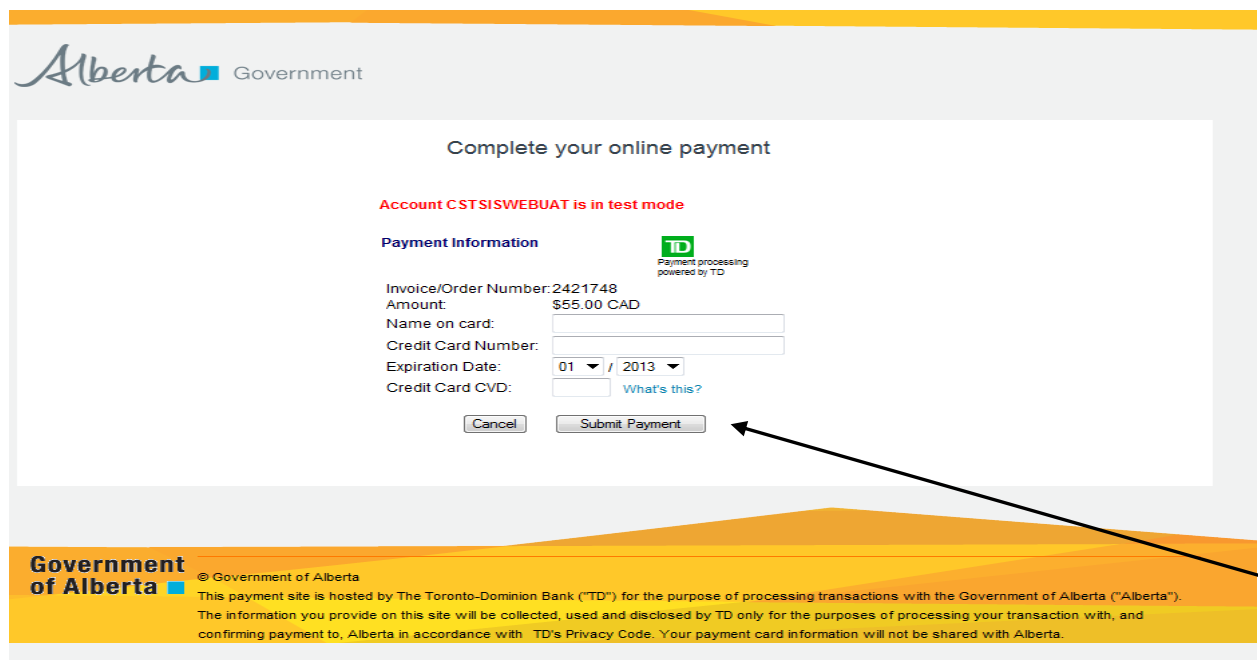
Method of Payment:

○   On Account

○   Credit Card

[Preauthorize]   ←

You will be redirected to a secure online payment page powered by TD Merchant Services.

Visa, MasterCard, and American Express credit cards are accepted for online application submissions.

Enter the Name on Card, Credit Card Number, Expiration Date, and the Security Code Number (indicated on the back of a Visa or MasterCard, or on the front of an American Express).

Once all cardholder data is entered, you can click "Submit Payment".

Alberta Government

Complete your online payment

Account CSTSISWEBUAT is in test mode

Payment Information

TD
Payment processing
powered by TD

Invoice/Order Number: 2421748
Amount: $55.00 CAD
Name on card:
Credit Card Number:
Expiration Date: 01 ▼ / 2013 ▼
Credit Card CVD: What's this?

[Cancel]   [Submit Payment]   ←

Government of Alberta

© Government of Alberta
This payment site is hosted by The Toronto–Dominion Bank ("TD") for the purpose of processing transactions with the Government of Alberta ("Alberta").
The information you provide on this site will be collected, used and disclosed by TD only for the purposes of processing your transaction with, and
confirming payment to, Alberta in accordance with TD's Privacy Code. Your payment card information will not be shared with Alberta.

22. Complete Section O: Payment Section (Continued).

If the cardholder data is entered incorrectly, then an error message(s) will appear. You can correct the information and re-submit the payment for processing.

Once the transaction is processed, a message will populate indicating that the preauthorized payment is approved.

A message will appear in the "Payment Information" section of the online application stating that the transaction is approved. You can click on the "Details" link to view more information.
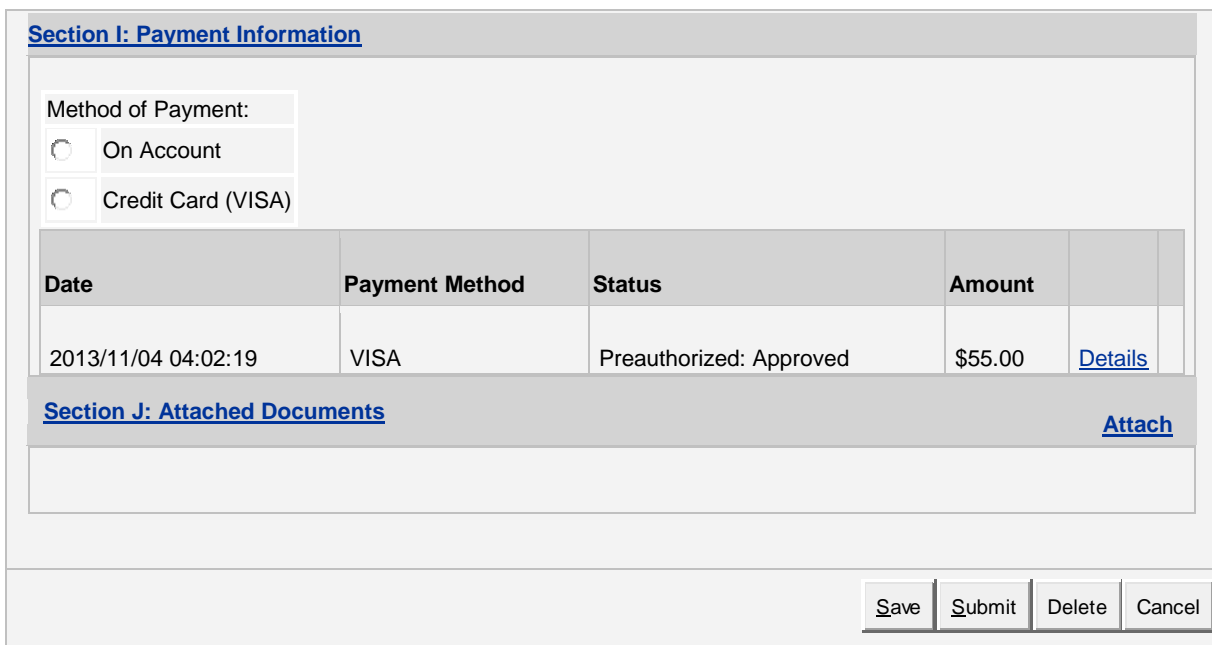
22. Complete Section O: Payment Section (Continued).

At this point, the application is not yet submitted to Carrier Services for review. The credit card payment is only preauthorized.

Once all application information is entered and the preauthorized payment is approved, you must click the "Submit" link at the bottom of the application to send the application to Carrier Services for review. Clicking "Submit" will also complete the credit card payment.

Click "Submit" to complete the payment and send the application to Carrier Services.

Section I: Payment Information

Method of Payment:
- ○ On Account
- ○ Credit Card (VISA)

Date	Payment Method	Status	Amount	
2013/11/04 04:02:19	VISA	Preauthorized: Approved	$55.00	Details

Section J: Attached Documents   **Attach**

Save | Submit | Delete | Cancel

You cannot "Submit" an online application without a valid Credit Card or On-Account payment.

Note that all sections of the application must be complete prior to clicking the "Submit" button.

Attached Documents

23. Use Section P: Attached Documents if you need to add other documentation to your online application prior to submitting it to Carrier Services for review.

Click on the "Attach" link to upload additional electronic support documentation related to your permit application.
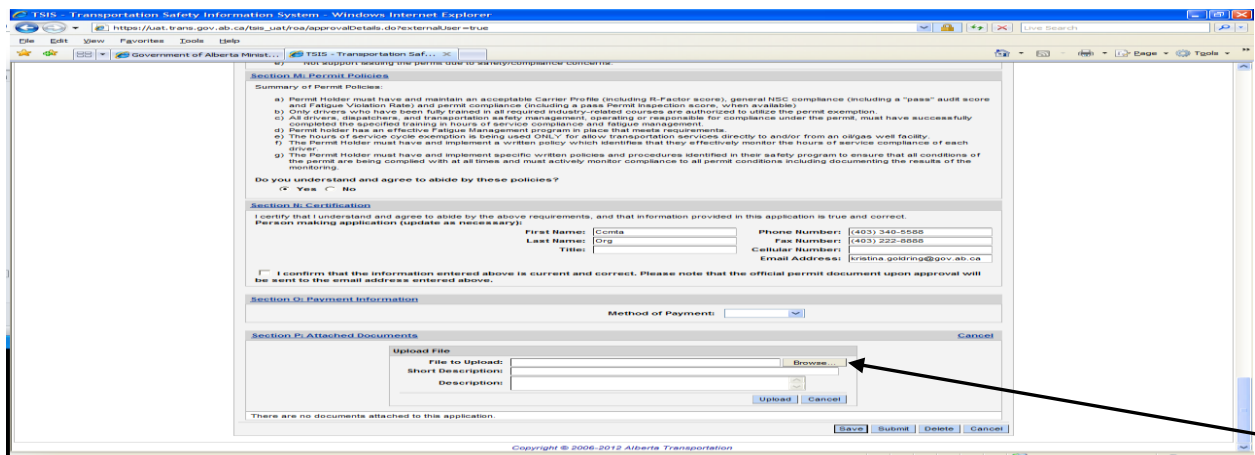
Additional attachments may include (but are not limited to):

- Descriptions related to the Nature of Your Transportation Business
- Descriptions of Internal Controls to Ensure Compliance
- Descriptions of Why Current Hours of Service Legislation is Inadequate
- Information related to Alberta-plated vehicles covered by this permit
- Information related to non-Alberta plated vehicles, if necessary
- Additional driver and/or vehicle information (e.g. full lists of drivers and/or vehicles in any format, vehicle photos, specific carrier documents related to drivers, etc.)

There are no restrictions in relation to file size, file formats, or the maximum number of files that can be uploaded. You can upload as many documents as you think are necessary for review purposes.

Section D: Attached Documents   **Attach**

Click on the "Browse" button to search for the appropriate file on your computer.

23. Section P: Attached Documents (Continued).

Find the appropriate file on your computer.   You select the file by double clicking on the file, or by highlighting the file and then click "Open".
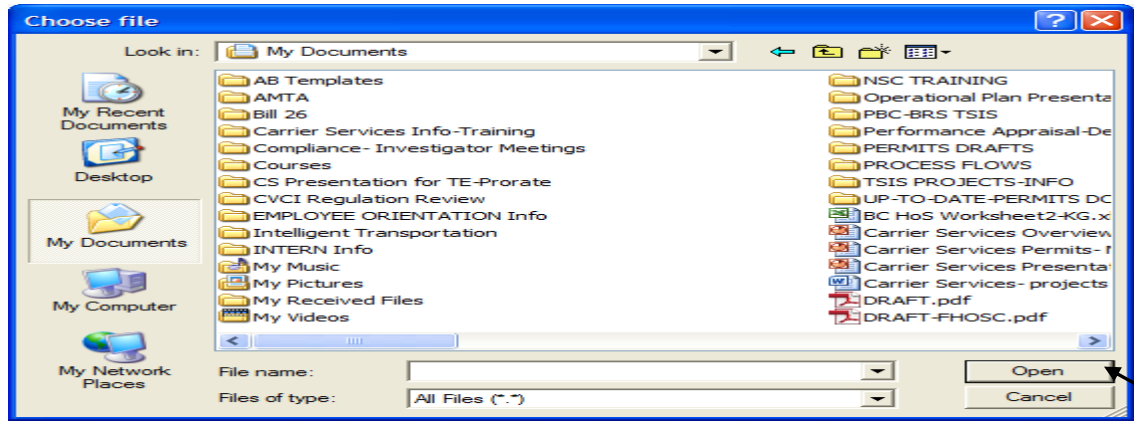
You can add a "Short Description" and/or "Description" that corresponds to the file. Click "Upload" to attach the file to the online application.

The uploaded document will appear in the Attached Documents section of the application. You can click on the "File" icon to view the document.

File	File Name	Short Description	Description	Target		
	Section P: Attached Documents					**Attach**
📄	SupportDoc-ABCTrucking.pdf				Edit	Delete

You can use the "Edit" or "Delete" buttons to make changes as required.

24. Submitting the Online Permit Application.

It is important to frequently save the data entered by using the "Save" link at the bottom of the application. You must save the application prior to exiting the system. Any unsaved data will not be shown the next time you access the online application.
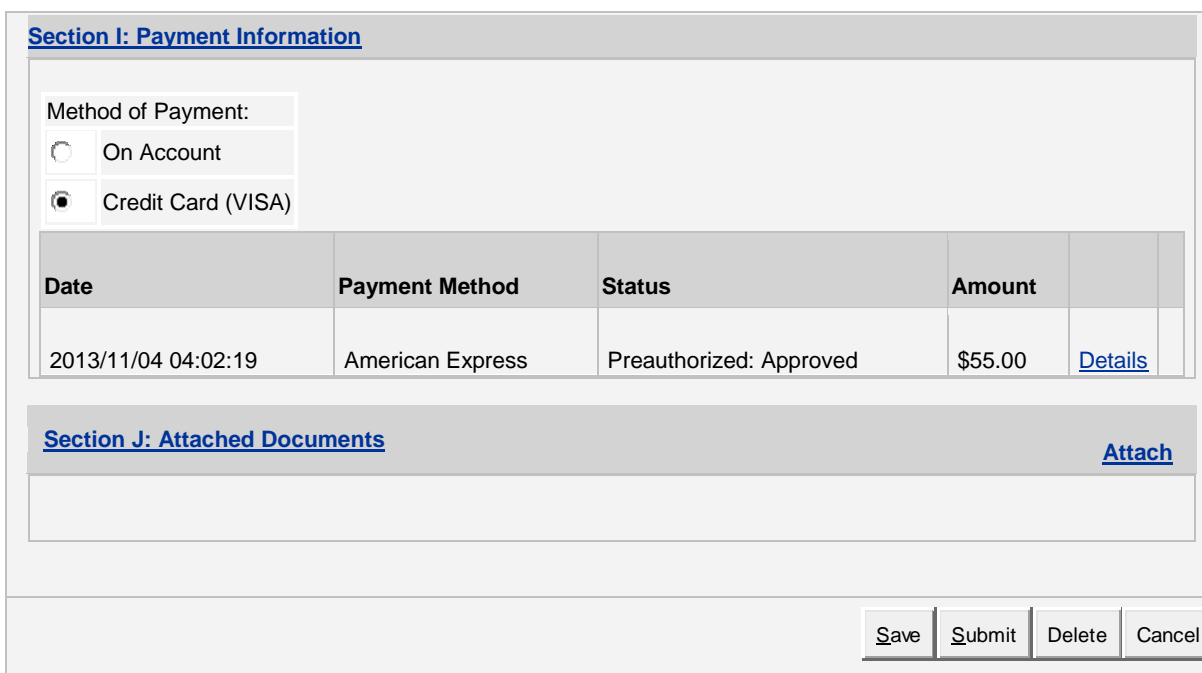
	Save	Submit	Delete	Cancel

You must review and complete all sections of the online application prior to submission. Also, if you submitted a credit card payment, then a message must appear in the "Payment Information" section that confirms the approval of your preauthorized payment.

You can now click on the "Submit" link to send the application to Carrier Services for review.

If you completed all the information fields appropriately, and if your method of payment is approved, then the application is automatically sent for review.

Section I: Payment Information

Method of Payment:
- ○ On Account
- ● Credit Card (VISA)

Date	Payment Method	Status	Amount	
2013/11/04 04:02:19	American Express	Preauthorized: Approved	$55.00	Details

Section J: Attached Documents   **Attach**

	Save	Submit	Delete	Cancel

Submitting the Online Permit Application

24. Submitting the Online Permit Application.

If the application has been successfully "Submitted", a message will appear at the top of the screen stating that: "The approval application has been submitted".

The approval application has been submitted.

Click here to start a New Permit Application

A summary page will display all online permit applications related to a carrier.

Last Revised: November 8, 2013

24. Submitting the Online Permit Application (Continued).

Once an application is "Submitted", you cannot alter the content of the application.

You can click on the "Edit" button that corresponds to the permit to view the "Submitted" application and payment receipt.

Existing Permit Applications:

The search returned 133 records. Displaying page 1 of 5.

«« 1 2 3 4 5 › »»

Stakeholder	Permit Number	Precedent		Effective Date	Expiry Date	Copy?	Status	Comment	Print
		Code	Description						
O DATA EXCHANGE		FHOSC	The permit(s) may allow for:			No	Submitted (2013/11/04 17:35:24)		Edit

Click on the "Receipt" link in the "Payment Information" section of the online application to view and/or print your payment receipt.

Date	Payment Method	Status	Amount		
2013/11/04 01:17:56	American Express	Completed: Approved	$55.00	Details	Receipt
2013/11/04 01:16:19	American Express	Preauthorized: Approved	$55.00	Details	

http://syt-tsis-cat-a:10300/tsis_syt/download/.rpt?report_name=PermitPaymentReceiptRep&desforma - Windows Internet Explorer

Alberta Government

Payment Receipt   2013/11/04

|	
Status	Complete: Approved
Client Name	ALLSTAR TRANSPORTATION INC.
MVID	0417-44723
Permit Type	FHOSC - Federal Oil Well Service Vehicle Cycle Exemption
Transaction Date	2013/10/15 01:17:56
Authorization Number	TEST
Payment ID	2421100
Reference Number	10000178
Payment Method	American Express
Name on Card	KG
Payment Amount	$55.00
Merchant Name	Alberta Transportation Merchant - CSTSISWEBUAT
Merchant URL	http://www.transportation.alberta.ca

Done   Unknown Zone | Protected Mode: Off

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24. Submitting the Online Permit Application (Continued).

If you have successfully "Submitted" the application, then an email notification will be sent to the email address entered in the "Certification Section" of the online application.

The email notification will confirm the submission of the online application. You can click on the "Link to Application" within the email to view the "Submitted" application.

Last Revised: November 8, 2013
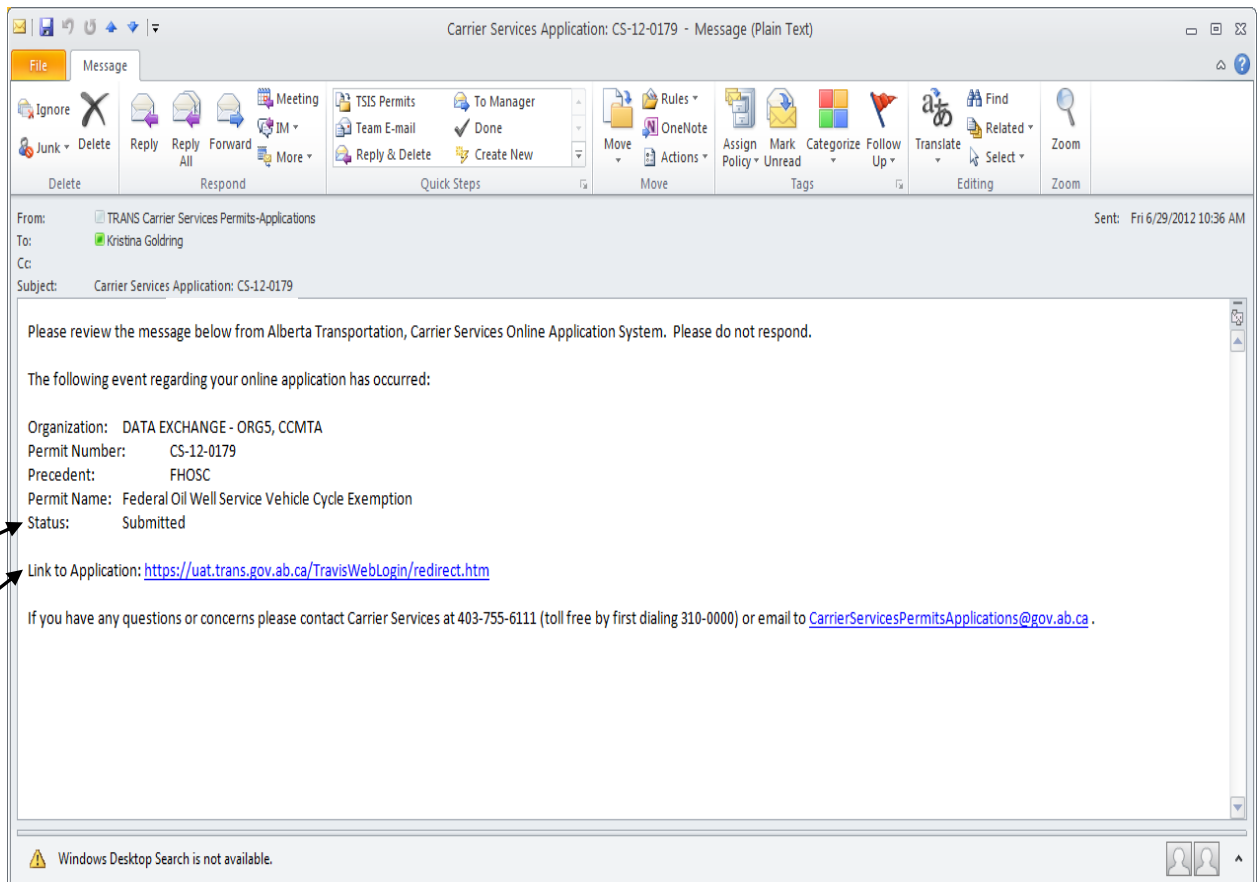
24. Submitting the Online Permit Application (Continued).

Submitting Online Applications with Missing and/or Invalid Information

Once you click "Submit", if <u>you are missing any information</u>, then an <u>error message(s)</u> will display in red at the top of the online application noting the information that is missing (e.g. Phone Number must be populated).

You can make the necessary changes, save the changes, and then click "Submit" again to send the application to Carrier Services for review.

24. Submitting the Online Permit Application (Continued).

Once you click "Submit", you can no longer make <u>any changes</u> to the online application.

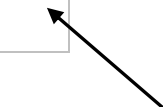|		Save	Submit	Delete	Cancel

Saving the Online Application

Once an online application is in progress, you can click "Save" at any time, and come back to edit and/or finish the application later.

		Save	Submit	Delete	Cancel

All online permit applications related to a carrier will be displayed in the summary table. A permit application listed at *"Input"* status, with no permit number attached, is an application that is currently in progress and has not yet been "Submitted" to Carrier Services for review.

Stakeholder	Permit Number	Precedent		Effective Date	Expiry Date	Copy?	Status	Comment	Print	
		Code	Description							
O DATA EXCHANGE		FHOSC	The permit(s) may allow for:			No	Input (2012/08/08 17:35:24)			Edit

You can click on the "Edit" link to continue to enter permit application information.

Once all fields have been entered and reviewed (including Payment Information), then you can click "Submit" to automatically send the online application to Carrier Services for review.

If you create an application in error and/or no longer wish to complete the application, you can permanently delete the application by clicking the "Delete" button. You cannot delete applications that have been "Submitted".

Save	Submit	Delete	Cancel

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Other Information Related to Carrier Services' Online Permit System

25. Online Permit Summary Table.

All online permit applications related to a carrier will be listed in the permit summary table. A message will display that lets you know how many permit records you have.

For example:

In this example, the carrier has 129 permit records, which are displayed in 5 pages. You can click on the arrows under the message to flip through the various pages.

Note that the permit applications are organized by the date and time that they were entered, with the most recent applications listed first.

26. Online Permit Application Codes.

You will notice that the online permit system uses codes to differentiate between the permit types. You can refer to the chart below for more information.

Online Permit Code	Full Permit Name
FHOSC (walkthrough example)	*Oil Well Service Vehicle Cycle Exemption Permit*
CAODC	CAODC Oil and Gas Well Service Rig Permit
DRA	Divided Record Authority Permit
Waterwell	Water Well Drilling Rig Exemption Permit
MFVP	Municipal Firefighting Vehicle Permit

27. Online Permit Application Statuses.

All online permit applications related to a carrier will be listed in the permit summary table. The column entitled "Status" relates to the <u>status of the online permit application</u>.

27. Online Permit Application Statuses (Continued).

"Input":

Applications at the *"Input"* status are applications where data entry is in progress and/or applications that have been saved at an earlier session to be updated later. Applications at "Input" status can be edited at any time, as they have not yet been submitted for review. Since they have not yet been submitted there is no "permit number" displayed.

| Stakeholder | Permit Number | Precedent | | Effective Date | Expiry Date | Copy? | Status | Comment | Print | |
		Code	Description							
O DATA EXCHANGE		FHOSC	The permit(s) may allow for:			No	Input (2012/08/08 17:35:24)			Edit

"Submitted":
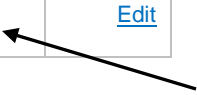
Applications will be listed as "*Submitted*", once the "Submit" button is selected. "Submitted" applications cannot be edited at any time by a carrier. Once a carrier clicks "Submit", the application is automatically sent to Carrier Services for review.

| Stakeholder | Permit Number | Precedent | | Effective Date | Expiry Date | Copy? | Status | Comment | Print | |
		Code	Description							
O DATA EXCHANGE		FHOSC	The permit(s) may allow for:			No	Submitted (2012/08/08 19:35:24)			Edit

"Reviewed/Review in Progress":

Applications may also be listed as *"Reviewed" and "Review in Progress".* These applications cannot be edited by a carrier, as they are currently under review by Carrier Services.

| Stakeholder | Permit Number | Precedent | | Effective Date | Expiry Date | Copy? | Status | Comment | Print | |
		Code	Description							
O DATA EXCHANGE		FHOSC	The permit(s) may allow for:			No	Reviewed (2012/08/10 19:35:24)	Awaiting approval.		Edit

You will notice that there may be information added to the "Comments" column. This has been entered by Carrier Services during the review process.

27. Online Permit Application Statuses (Continued).

"Published":

Applications listed as *"Published"* have been reviewed and approved by Carrier Services. *"Published"* means that the official permit document has been created. The official permit documentation is sent in an email notification to the carrier.

Comments may be added by Carrier Services in relation to the issuance of the permit. You can click on the PDF icon to view the official permit document.

Stakeholder	Permit Number	Precedent		Effective Date	Expiry Date	Copy?	Status	Comment	Print	
		Code	Description							
O DATA EXCHANGE	CS-12-0183	FHOSC	Application for Authority.	2012/07/24	2013/07/23	No	Published (2012/08/11 16:06:40)	Documents sent to carrier.		Edit

"Amended":

If changes to the official permit document(s) are required, then a permit can be *"Amended"* by Carrier Services. For example, if a permit is issued for a reduced permit term (6 months) pending the verification of an audit, and the audit verification is acceptable, then the permit term can be *"Amended".*

In the case of amendments, the application status would be listed as "Input". Comments may be added by Carrier Services relating to the details of the amendment.

These applications have been previously *"Submitted"* by the carrier (and have been given a permit number), and therefore they cannot be edited by the carrier. Changes must be done by Carrier Services only. These applications will be re-reviewed, re-approved, and re-published to reflect the necessary amendment(s). If the application has been re-approved and *"Published"*, then the carrier will receive an email notification with the updated official permit documentation.

Stakeholder	Permit Number	Precedent		Effective Date	Expiry Date	Copy?	Status	Comment	Print	
		Code	Description							
O DATA EXCHANGE	CS-12-0183	FHOSC	Application for Authority.	2012/07/24	2013/07/23	No	Input (2012/08/11 16:06:40)	Amendment by Carrier Services.		Edit

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27. Online Permit Application Statuses (Continued).

"Re-Published":

If a change is required to the official permit document, but the change may not require a full re-review of the permit application, then an updated permit document may be created by Carrier Services.

"Re-Published" means that the official permit document has changed, and an updated official permit document has been created. The carrier will receive an email notification pertaining to the changes made with the updated official permit documentation attached.

A comment may be added by Carrier Services in relation to the details of the *"Re-Publishing".* Once a permit is "*Re-Published*", you can view the updated official permit document by clicking on the PDF icon as shown below.

Stakeholder	Permit Number	Precedent		Effective Date	Expiry Date	Copy?	Status	Comment	Print	
		Code	Description							
O DATA EXCHANGE	CS-12-0183	FHOSC	Application for Authority.	2012/07/24	2013/07/23	No	Published (2012/08/12 16:06:40)	Republished due to changes to conditions.		Edit

You can view your permit application at any time by clicking on the "Edit" button of the respective permit. Only permit applications at the "*Input*" status (that have not been previously submitted or under review) can be edited by the carrier.

Stakeholder	Permit Number	Precedent		Effective Date	Expiry Date	Copy?	Status	Comment	Print	
		Code	Description							
O DATA EXCHANGE		FHOSC	The intent of this permit is			No	Input (2012/02/17 14:53:32)			Edit
0 DATA EXCHANGE		FHOSC	The permit(s)			No	Reviewed (2012/02/15 15:36:16)	Awaiting approval		Edit
O DATA EXCHANGE	CS-12-0063	FHOSC	The permit(s)	2012/01/25	2015/01/24	No	Input (2012/02/17 11:33:41)	Amendment		Edit
O DATA EXCHANGE	CS-12-0095	FHOSC	The permit(s)	2012/02/14	2015/02/13	No	Published (2012/02/17 11:28:41)	Sent to carrier.		Edit
O DATA EXCHANGE	CS-11-0049	FHOSC	The intent of this permit is	2011/12/23	2014/12/22	No	Published (2012/02/17 11:19:13)	Republished due to address changes.		Edit