



## WHO MUST REGISTER?

The vehicles covered are those with a gross vehicle weight rating (GVWR) is 4,500 kg and over. The GVWR indicates the net weight of the vehicle plus the maximum authorized load it can carry. It is determined by the vehicle manufacturer or by an engineer, in the case of homemade or modified vehicles.

### All owners and operators of the following vehicles must register:

- All motorized vehicles and all trailers or semi-trailers with a gross vehicle weight rating (GVWR) of 4,500 kg and over;
- All motorized vehicles with a GVWR of less than 4,500 kg pulling a trailer or semi-trailer with a GVWR of 4,500 kg or more;
- All tow trucks;
- All buses and minibuses;
- A vehicle subject to the Transportation of Hazardous materials Regulation.

**Owner:** a person whose name appears on the vehicle's registration certificate issued in Québec or a person who holds, with respect to a vehicle, rights within the meaning of section 2 of the Highway safety Code (R.S.Q., c. C-24.2), in particular, a person leasing a vehicle for at least one year or who has signed a leasing contract.

A person who leases his services (hauling vehicles, subcontractor) or his vehicle (lessor) must register as an owner and not as an operator, unless he offers services related to the transportation of persons or goods.

**Operator:** a person who offers services related to the transportation of persons or goods or vehicle assistance, or who operates a heavy vehicle for personal purposes or as a tool or equipment whether the person is the owner of the vehicle or operates the vehicle pursuant to a leasing contract, regardless of whether the services of a driver are supplied by the lessor or not. Thus, this is a person who controls the operation of a heavy vehicle.

The following groups or classes of persons are **exempt from registration in the Register of owners and operators of heavy vehicles:**

1. owners and operators who use a heavy vehicle required by an emergency service or in the event of a major disaster or a minor disaster within the meaning of section 2 of the Civil Protection Act;
2. natural persons who conduct business other than a business with an organized financial structure, whether it is of a commercial nature or not, consisting in the production or manufacture of goods, their management or alienation, or in the provision of service;
3. lessees of heavy vehicles who are not subject to an administrative measure of prohibition or restriction imposed by the Commission des transports du Québec and who operate free of charge heavy vehicles rented for a period of less than 15 consecutive days;
4. lessors, except as regards the application of section 519.21 of the Highway Safety Code;
5. owners and operators who use a heavy vehicle only in a municipality or territory mentioned in Schedule 1 of the Regulation respecting the Act respecting owners, operators and drivers of heavy vehicles;
6. owners of caravans, motor homes or recreational vehicles, and the persons who are leasing these types of vehicles, when they are not used for commercial or professional purposes;
7. a natural person who uses a heavy vehicle for personal purpose, meaning other than commercial or professional, is exempt.

### Are totally exempt from the application of the Act respecting owners, operators and drivers of a heavy vehicles:

1. tool vehicles within the meaning of section 4 of the Highway Safety Code, amended by section 55 of Chapter 40 of the Statutes of 1998;

Tool vehicle: a road vehicle, other than a vehicle mounted on a truck chassis, designed to perform a specific job and whose control station is integrated into the driver's compartment. For the purpose of that definition: a truck chassis refers to a frame equipped with all the mechanical components found in a road vehicle made to transport persons, goods or equipment. Example: grader, backhoe, etc.

2. combination of road vehicles where each vehicle has a gross vehicle weight rating of less than 4,500 kg, with the exception of vehicles that must display safety marks in accordance with the Transportation of Dangerous Substances Regulation.
3. the following vehicles owned by a farmer within the meaning of section 16 of the Highway Safety Code:
  - a) farm machinery within the meaning of section 2 of the Regulation respecting road vehicle registration;
  - b) farm trailers within the meaning of section 2 of the Regulation respecting safety standards for road vehicles.
4. vehicles with a gross vehicle weight rating of less than 4,500 kg that are not required to display safety marks in accordance with the Transportation of Dangerous Substances Regulation, with the exception of minibuses and tow trucks.
5. vehicles which have been issued a temporary registration certificate referred to in any of sections 32 to 38, 40 and 41 of the Regulation respecting road vehicle registration, as it reads at the time of its application, and those on which a detachable licence plate having the prefix "X" referred to in any of the sections 145, 146, 160 and 161 of that Regulation.
6. vehicles operated by taxi permit holders or passenger vehicles, covered by section 4 of the Highway Safety Code, used to transport people for the purposes of baptisms, weddings, civil unions and funerals; or antique passenger vehicles over 30 years old used to transport people.

## INFORMATION CONCERNING EACH SECTION OF THE FORM

### 1. IDENTIFICATION

**ATTENTION: to put into operation or operate a heavy vehicle, you must comply with the obligations arising from the Act respecting owners, operators and drivers of heavy vehicles. You must provide the numbers requested or check off the boxes corresponding to your situation.**

#### **Québec enterprise number – NEQ**

You must be registered with the Registraire des entreprises (REQ) in the following cases:

- you are a legal person or a partnership;
- you are a natural person doing business under another name which does not include your first and last name;

**Example:** John Smith is doing business under the name of Public Transport. This name must therefore be registered with the Registraire des entreprises.

#### **Certificate issued under the International Fuel Tax Agreement (IFTA)**

If you drive outside of Québec's borders or if your establishment is located outside of Québec, you must be registered with the IFTA or obtain certificates for occasional trips (COT). The IFTA registration is obtained in your province or state of origin.

The vehicles covered by the Agreement are motor vehicles (trucks, buses, etc.) used for interprovincial or international highway transport of merchandise or persons and which have the following characteristics, as the case may be:

- they have two axles and a gross weight or registered gross weight of more than 11 797 kilograms or 26 000 pounds;
- they have three or more axles, regardless of the weight of the vehicle;
- they are used in combination with another vehicle, resulting in a total gross weight or a registered gross weight of more than 11 797 kilograms or 26 000 pounds.

When you pay the required fees, the CTQ can issue you a COT.

## **Act respecting industrial accidents and occupational diseases – Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST)**

If you employ at least one worker in Québec, even part time, you must register with the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST). The CTQ can register you with the CNESST. This registration is free and the CNESST will contact you for the various conditions of application.

### ***Business address***

If you do business from your home, this address becomes your business address.

### **Québec representative**

If your business address is located outside Québec and you do business in Québec, you must provide the name and address of your Québec representative.

## **2. REGISTRATION**

Indicate in what capacity you want to be registered or you want to update your registration.

- **You are an owner only if:**
  - You are an owner of heavy vehicles registered in your name, including vehicles leased long term and vehicles operated by another person. This is the case for lessors of vehicles, for example.
  - You only own trailers and semi-trailers.
- **You are an operator only if:** you operate vehicles which are not registered in your name. This is the case, for example, of persons who use leased vehicles or persons who uses the services of independent truck drivers.
- **You are an owner and operator if:** you own vehicles registered in your name, including vehicles leased long term, and you operate these vehicles.

## **3. DESCRIPTION OF THE EXTENT AND TYPE OF ACTIVITIES CARRIED ON**

3.1 Indicate the percentage of the extent of your transport activities. Example: an operator residing in Montreal operates a local transportation service in Montréal for 80% of his activities and goes to Québec for 20% of his activities; he will answer 20%.

3.2 Indicate the percentage of the type of activities carried out for hire. You transport for hire when the total revenue received for this activity constitutes your principal source of income.

Example: a person who uses his vehicle to transport his merchandise or his material within the context of his commercial or professional activities does not transport for hire.

## **4. DESCRIPTION AND USE OF HEAVY VEHICLES**

If you are transporting persons only, go to question 5.

**Vehicles fitted with equipment** are vehicles other than tool vehicles. Examples: bucket trucks operated by power and telephone companies, concrete pump trucks, etc.

### **4.1 Vehicles put into operation or operated in Québec**

**The vehicles indicated in this section must be those which are:**

- registered in Québec;
- registered in the United States and operated in Québec.

**If, in question 2, you checked owner only:**

- for each type of vehicle, in the first column, enter the number of vehicles registered in your name, including vehicles you lease for a term of one year or more and which are **operated by another person**;

**If you checked owner and operator:**

- for each type of vehicle, in the second column, enter the number of vehicles registered in your name, including vehicles you lease for a term of one year or more and which **you operate**;

**If you checked operator only:**

- for each type of vehicle, in the third and fourth columns, enter the number of vehicles you operate but which **are not registered in your name**;
- in the third column, lessees of vehicles who use the services of owner-operators enter the number of vehicles operated;
- in the fourth column, lessees of vehicles enter the number of vehicles operated under a lease for a term of less than one year.

**4.2 Distance travelled of operated vehicles**

- If you are "owner only" do not enter anything.
- On the "Total kilometers" line, enter the "kilometers" logged in Québec by the vehicles operated (1 mile = 1.609 kilometer).
- On the "Percentage in Québec" line, enter the percentage of the kilometers logged in Québec by the operated vehicles.

**4.3 Trailers and semi-trailers registered in Québec**

Indicate the number of trailers and semi-trailers you own.

**4.4 Nature of activities**

4.4.1 If you are not transporting hazardous materials requiring placards enter 0%.

4.4.2 The use of your heavy vehicles must be expressed as a percentage.

**5. BUSES, MINIBUSES AND AMBULANCES PUT INTO OPERATION OR OPERATED IN QUÉBEC**

**The vehicles indicated in this section are those which are:**

- registered in Québec;
- registered in the United States and operated in Québec.

**If, in question 2, you checked owner only:**

- for each type of vehicle, in the first column, enter the number of vehicles registered in your name, including vehicles you lease for a term of one year or more and which are **operated by another person**;

**If you checked owner and operator:**

- for each type of vehicle, in the second column, enter the number of vehicles registered in your name, including vehicles you lease for a term of one year or more and which **you operate**;

**If you checked operator only:**

- for each type of vehicle, in the third column, enter the vehicles you operate but which **are not registered in your name**. This is the case, for example, for lessees who operate vehicles leased for less than one year;

**5.1 Distance travelled of operated vehicles**

- If you are an "owner only", do not enter anything.
- On the "Total kilometers" line, enter the "kilometers" logged in Québec by the vehicles operated (1 mille = 1.609 kilometer).
- On the "Percentage in Québec" line, enter the percentage of the kilometers logged in Québec by the operated vehicles.

**5.2 Nature of activities**

The number of vehicles must be broken down according to their use. For example: a person who operates 1 vehicle for the transportation of schoolchildren for 9 months and then for charter during the other 3 months will enter: 75% vehicle for "school" and 25% vehicle for "charter".

## 6. SAFETY FITNESS CERTIFICATE FROM OTHER ADMINISTRATIVE AUTHORITIES

If applicable, enter the numbers of the safety fitness certificates issued by another Canadian province, and the registration numbers issued by the United States or Mexico, held currently or in the past three years.

**ATTENTION: you must check the boxes corresponding to your situation for your application to be processed.**

**In case of unpaid fines, you must pay the amount owed if the deadlines for appeal have expired or if you have not made any payment agreement. The Commission may collect this amount for the Ministère de la Justice.**

## 8 Fines

The fines referred to in this question are those levied under the:

- *Act respecting owners, operators and drivers of heavy vehicles;*
- *Transport Act;*
- *Highway Safety Code;*
- *Environment Quality Act;*
- *Fuel Tax Act;*
- *Act respecting transportation services by taxi;*
- *Act respecting the use of petroleum products.*

The information provided concerning unpaid fines is verified with the Ministère de la Justice.

## 9 Safety rating

You must do the necessary verification, when you submit your application, on the List of registered persons who have been awarded an “unsatisfactory” safety rating in Québec under the Act respecting owners, operators and drivers of heavy vehicles appearing on the Web site of the Commission des transports du Québec. This list is available on the homepage of the French version of the website of the Commission des transports du Québec “cote de sécurité et listes”.