



## Reporting Instructions and Definitions

Quarterly Motor Carriers  
of Freight Survey



This reporting guide provides definitions, explanations and instructions to assist you in completing the Quarterly Motor Carriers of Freight Survey questionnaire.

If you require further information regarding the completion of this questionnaire, please contact:

**Operations and Integration Division**  
**STATISTICS CANADA**  
**(613) 951-9897 (collect)**  
**or toll free at 1-800-386-1273**

### BEFORE YOU START

- Ensure this questionnaire is forwarded to and completed by the appropriate person(s) within your company.
- All revenue and expense figures should be reported in **Canadian** dollars, and should **exclude** the Goods and Services Tax (GST).
- Do not combine data for two or more detail lines.
- Do not report cents, round to the nearest dollar.
- Decimals are acceptable whenever a % is used.

### REFERENCE INFORMATION

**Quarter** – Please indicate your company's **financial quarter** covered by this report.

**Reporting period** – Please provide the beginning and end dates for this quarter (cells **001** and **002**).

- **Other business entities** (cell **1101**) – If your report includes data from other business entities, please list them in the space provided. Indicate the percentage of Total Transportation Revenue for each of these entities.

**Classification of Carrier** – Please indicate whether or not your company is a General Freight Carrier. If “yes”, complete cells **101** to **103** on the next page; if “no”, complete cells **104** to **109**. Also check the appropriate box whether your total transportation revenue is *Local* or *Long distance*.

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**Local Trucking** – According to the new classification system, The North American Industry Classification System (NAICS), *local trucking* is trucking activity within a metropolitan area, and not defined as *long distance trucking* below.

**Long Distance Trucking** – *Long distance trucking* is trucking activity between metropolitan areas corresponding to one or more of the following characteristics:

- Drivers do not usually return to their home terminal each evening;
- "Linehaul" is commonly used to describe shipments or trips;
- Drivers are required to maintain daily trip logs (National Safety Code);
- Most trips are more than 80 km. (50 miles) in radius from point of departure;
- Highway tractor trailers (sometimes equipped with sleeper cabs) or highway trailers are used.

*Long distance trucking* does **not** include pick-up and delivery activities using straight trucks.

**Note:** A carrier may carry out both *local* and *long distance* trucking activities.

## 1. OPERATING REVENUE BY TYPE OF SERVICE

Please indicate the revenue earned by your company for the **major type(s)** of service performed. Include only the operating revenue which is derived from the **for-hire trucking operations** and related activities. **Include** the revenue earned by your company and revenue received from services provided by owner operators on your behalf. **Exclude** revenue from non-motor carrier freight operations, such as interest, dividends, capital gains, etc.

**General Freight** (cells 101 and 102) – For companies reporting this type of service (those who answered "Yes" to "Are you a general freight carrier?" on page one), please distinguish between **less than truckload (LTL)** and **truckload (TL)** and report total revenues from general freight in cell 103. A truckload shipment is a shipment weighing more than 10,000 pounds (4500 Kg). General freight includes freight moved in semi and full trailers, container trailers or straight trucks, but **excludes** bulk transport and household goods.

**Specialized Freight** (cells 104 to 108) – Includes carriers involved in all other trucking activity (those who indicated "No" to "Are you a general freight carrier?" on page one), which requires specialized equipment such as temperature controlled tanks and vans, auto carriers, dump bodies, and rack or flatbed trailers. Indicate total revenue from specialized freight in cell 109. If you fill in cell 108, specify the type of activity in cell 108a. For example: small packages, heavy equipment, autos, small parcel delivery, etc.



- **Household Goods Movers** should include the storage and warehousing of household goods in cell **106** as well as any commercial movements.
- **Other Transportation Revenues** (cell **110**) – Include other sources of transportation revenue.

**Total Transportation Revenue** (cell **111**) is the sum of General Freight (cell **103**), Specialized Freight Revenue (cell **109**) and Other Transportation Revenue (cell **110**).

**Other Revenue:**

- **Other Operating Revenue** (cell **113**) – Include items such as van line commission and insurance, revenues from equipment rentals, and packaging and crating (dunnage) revenue.

**Note:** If the amount reported for this cell is greater than 50 percent of the total operating revenue reported in cell **114**, please specify the significant activity(ies) or service(s) in cell **113a**.

**Total Operating Revenue** – The sum of Total Transportation Revenue (cell **111**) plus Storage and Warehousing (cell **112**) and Other Operating Revenues (cell **113**).

## 2. TRANSPORTATION REVENUE BY TYPE OF MOVEMENT

Allocate your transportation revenue received by the type of movement under the “Revenue” column (cells **201, 203, 205, 207, 209, 211** and **213**).

In determining type of movement, consider the origin to be where your company assumed liability for the shipment, and the destination where your company relinquished its liability.

If you have indicated in cell **202a** that your company performs interlining, for each type of movement, estimate the percentage of revenue earned from shipments that were interlined (cells **202, 204, 206, 208, 210, 212** and **214**);

For *example*, if you earned \$1 million in transportation revenue, and of that revenue, \$500,000 was earned from movements that were interlined, then 50% of your revenue was interlined revenue.

The total transportation revenue (cell **215**) should equal the transportation revenue figure in cell **111** if reported in dollars.

Ensure that dollars or percentage (cell **200**) is checked off.



### 3. TRANSPORTATION REVENUE BY REGION OF PICK-UP

Please indicate the amount of **transportation revenue** (reported in cell **111**) earned from shipments originating in each province and region listed (cells **303** to **365**).

**Note:** The region of pick-up should be where your company picked up the shipment, as opposed to the ultimate origin of the shipment. If revenues were generated from Atlantic Canada, then report either provincially (cells **310 - 313**), and total (cell **303**), if the provincial information is available; otherwise, report the total only.

The revenues reported should be the total transportation revenue earned by your company including revenue generated by owner operators. Estimate percentages **only** if the actual dollar figures by area are not available. Ensure that dollars or percentage (cell **301**) is checked off.

### 4. OPERATING EXPENSES

Please report only those expenses that resulted from activities for which you received operating revenue (cell **114**). All expense items should **exclude** the Goods and Services Tax (GST).

**Labour, Salaries and Wages (including benefits)** – Report the number of full time and part time employees (cells **701** to **706**), by type, for which your company has paid salaries and wages during the quarter. Part time employees should be converted to full time equivalents. A full time employee works approximately 500 hours per quarter, therefore, if an employee working at the end of the quarter works 250 hours, this would represent 0.5 full-time equivalent.

Report the salaries and wages including benefits such as bonuses, paid holidays, insurance, etc. by classification of employment for: both linehaul and local company drivers in cell **401**; for garage and maintenance employees in cell **403**, for mechanics, maintenance crews and garage employees, as well as for terminal and platform employees in cell **404**; and office staff, administrative, sales, marketing and others in cell **405**.

- **Driver Services (agency drivers)** – Report the number of agency drivers in cell **702** and their related salaries and wages in cell **407**.

**Number and Payments Made to Owner Operators** – Owner operators employed by your company are to be reported separately as linehaul (long distance) (cell **708**) and local pick up and delivery (cell **709**). Payments made to owner operators should be reported in the same manner, that is, linehaul in cell **408a** and pick up and delivery in cell **408b**.



- **Terminal expenses** (cell 409) – Include operating supplies and expenses, repairs and maintenance, platform and terminal rental, depreciation of terminal buildings and equipment but exclude salaries and wages of terminal employees (refer to cell 404).
- **Vehicle lease or rent** (cell 410) – Include both short and long term leases of revenue equipment but exclude amount paid for drivers.

**Purchased transportation** – Please report purchased transportation expenses for road, divided separately into **local cartage** (pick-up and delivery) (cell 411), **linehaul, contract hauling or load broker services** (cell 412), and **rail** (cell 413). Include any other multimodal purchased transportation expenses (e.g. water carriers, airlines) under **Other modes** (cell 414).

**Total Purchased Transportation** (cell 415) is the sum of cells 411 to 414.

- **Fuel expense** (cell 416) – Please record the expenses for fuel consumed by company drivers and driver services personnel for trucking operations using revenue equipment. Include fuel taxes but exclude fuel consumed by other than revenue equipment and other oil, lubricants, and heating fuel.
- **Maintenance and garage expenses** (cell 417) – Include all maintenance and garage expenses, such as vehicle parts, tires and tubes, purchased repair, repairs and maintenance to garages, garage rental, as well as depreciation of garages and maintenance equipment. Exclude salaries and wages of maintenance and garage employees.
- **Depreciation** – Report the amount for *depreciation* in cell 418 on your revenue equipment (trucks, tractors, trailers, etc.) and buildings, related to trucking activities.
- **Other operating expenses** (cell 419) – Include marketing, sales and traffic, licenses and safety fees, insurance and freight claims, general and administration and other expenses not itemized which are related to operating revenue activities.

**Total Operating Expenses** (cell 420) – The sum of cells 406, 407, 408a, 408b, 409, 410, 415, 416, 417, 418 and 419.

- **Interest expenses** (cell 421) – Report only those interest expenses resulting from the trucking operations of your company. **Exclude** this item from Total Operating Expenses (cell 420) category.



## 5. REVENUE EQUIPMENT

Please report the number of motorized or power units your company had **in service** (i.e. in use, available for use or in the shop for routine maintenance) at the end of the quarter. Include revenue equipment owned, leased or rented, or operated by owner operators on your behalf. Indicate the number of **Straight Trucks**, by type, in cells **501 to 504** and the number of **Road Tractors**, by type, in cells **505 to 507**. Enter the total for straight trucks in cell **504** and road tractors in cell **508**. Exclude maintenance equipment.

## 6. DISTANCE TRAVELLED BY COUNTRY

Report the **linehaul** distance (cell **603 to 606**) travelled, both empty and loaded, by your **road tractors**. Include distances travelled by **road tractors** that you own and lease or rent (both short and long term). Specify either kilometres or miles as your reporting unit in cell **601**.

Include distances travelled by owner operators using **road tractors** to perform services on your behalf in cells **607 to 610**.

## 7. PERCENTAGE EMPTY DISTANCE

Estimate the percentage of the total distance travelled during which **your trailers were empty** throughout the quarter (cell **615**). This empty distance figure may also be referred to as "*Deadhead Distance*".

## 8. ACCOUNTS RECEIVABLE

Report the total of outstanding balances, **including interline receivables**, as of the end of the reporting period according to the appropriate time period in cells **801 to 803**. If aging of accounts receivable is not available, please estimate.

## 9. TRUCKING ACTIVITY (TONNAGE)

This section divides shipments into two categories:

- Less-than-Truckload (LTL) Shipments (cell **905**)
- Truckload (TL) or Specialized Shipments (cells **910** and **911**)

**LTL Shipments** – Report the total weight transported during the quarter in cell **905** and indicate the unit of measure used in cell **901**. An intercity load that is split up at a terminal and then delivered, should be counted only once.



**TL or Specialized Shipments** – Report the total number of loads transported (cell **910**) during the quarter. If available, please also enter the total tonnage moved (excluding LTL shipments-cell **905**) in cell **911**. Indicate, in cell **906**, the unit of measure used. If you check box “4” – Other, please specify unit in cell **906a**.

## 10. SAFETY

*Please note that this question serves to compile data for users who want to study safety in general and is not meant for any other purpose.*

**Collisions** – Please report the number of traffic collisions/accidents involving at least one vehicle controlled by your company (i.e. owned, leased, rented, or operated by an owner operator) involving injury to anyone in the collision and/or property damage greater than \$4,500 in cell **1001**. Enter the total number of collisions involving fatalities in cell **1002**.

**Days Lost to Injuries** – Report the number of days lost due to injuries incurred at work during the quarter. Figures should include days lost for **all** injuries reported in the quarter involving an employee of your trucking operations. The number of days lost by drivers should be reported in cell **1003** and for all other company employees in cell **1004**.

### Notes:

- To reduce the need for costly follow-up, please review the questionnaire for completeness.
- Please use the “Comments” section to provide any significant changes in data reported since your previous quarter. Any comments on this questionnaire would also be appreciated.



## FEDERAL PROVINCIAL AGREEMENTS

To reduce response burden and to provide consistent statistics, Statistics Canada has entered into data sharing agreements:

- A. Under section 11 of the **Statistics Act** with the Newfoundland Statistics Agency and the Quebec Bureau of Statistics. Statistics Canada only enters into section 11 agreements with provincial statistical agencies that have statistics acts similar to the federal act. These agencies have the authority to collect this information and the same provisions for confidentiality and penalties for disclosure of information as the **Federal Statistics Act**;
- B. Under section 12 of the **Statistics Act** with the Newfoundland Department of Works, Services and Transportation, the Nova Scotia Board of Commissioners of Public Utilities, the Quebec Department of Transportation, the Ontario Ministry of Transportation and Transport Canada (see section C below). The agreements we have with these agencies require that they keep the information confidential and only use it for statistical and research purposes. Under section 12, respondents may object to the sharing of their information by giving notice in writing to the Chief Statistician and returning their letter of objection along with the completed questionnaire in the enclosed envelope.
- C. Further to the section 12 agreement with Transport Canada, the following applies to federally regulated carriers. Statistics Canada is collecting the information for itself pursuant to the **Statistics Act** and on behalf of Transport Canada pursuant to the **Canada Transportation Act** and the Carriers and Transportation Undertakings Information Regulations. In this case, respondents do not have the right to object to sharing their information since the party to the Agreement is authorized by law to require the respondent to provide the information.

**THANKYOU FOR YOUR COOPERATION**