

Checklist to prepare for a safety audit

Heavy Vehicle

1. Driver's record

The driver's record must be kept by the business. At a minimum, it must include*:

- The application form or resume (dated and signed by the driver)
- The driver's employment history for the previous three years
- The driver's hiring date
- A valid copy of the driver's license
- A summary of the driving record dated less than 30 days prior to hiring (must include both personal and professional components)
- A summary of the current driving record issued within the last 12 months
 - To be obtained every 6 months or more frequently
 - Documented validation and status
- A recent road test
 - Pre-hiring, new employees
 - Driving evaluation after an avoidable collision
- Driving qualification files (air brakes, dangerous goods certificate, endorsement)
- A copy of any training certificate issued to the driver (electronic or paper) from the date of issue of the certificate
- Upskilling training sessions: e.g. Transport of dangerous goods, preventative driving, etc
- Refresher training:
 - Loads and dimensions, cargo securement, safety round, HOS
 - Company Orientation
 - Rules of the road, use of safety equipment, vehicle maintenance and trip inspections
- All traffic and driving-related criminal offences for which the driver has been convicted
- All reportable accidents involving vehicles in which the driver was involved, including a record of all collisions involving a motor vehicle driven by the driver and required to be reported to a peace officer
- A signed statement from the driver indicating that their licence is suspended, amended or revoked (if applicable)
- A copy of the service contract between the person providing the driving services and the operator (if applicable)
- Daily logs, activity reports and information required in ELDs (make, Transport Canada approved model, malfunction list) or paper
- A copy of the driving and off-duty hours exemption permit (if applicable)
- Supporting documents: fuel receipts, delivery notes, waybills, etc.

2. Vehicle record

The vehicle's record and its maintenance record must be kept by the company. The retention period for documents is prescribed by regulation.* It must include:

- A copy of the vehicle's registration certificate
- A copy of the rental agreement if the owner or operator leases the vehicle
- Proof of compliance if the vehicle is subject to a manufacturer's recall
- Each vehicle exchange report (including trailers and semi-trailers)
- Pre-trip and post-trip reports (pre-departure/end of route)
- Mechanical inspection reports (if applicable)
- Information and documents related to mechanical maintenance (every 6 months*)
- Documents (invoices, maintenance orders, parts orders) confirming the repair of defects found during the pre-trip and post-trip inspection, specific bus inspection or mandatory maintenance

3. Maintenance record

The retention period for records is prescribed by regulation*. The maintenance record must include:

- Vehicle identification number
- The license plate number
- The make of the vehicle
- The year of the vehicle
- The name of the owner
- The name of the long-term leaser/lease, if applicable
- The schedule of upcoming inspections according to the recall criteria used by the owner and the content of each maintenance
- Maintenance records, which must include:
 - Odometer reading
 - Date of the maintenance
 - List of items to be checked at each service, depending on the category of the vehicle, and the determination of "Compliant" or "Non-Compliant" for each item
 - The list of repairs to be done, if necessary
 - Brake lining or camshaft rotation measurements for vehicles with a GVWR of 4,500 kg or more, if not included in another document
 - Signature of the person who made the mandatory maintenance
 - Evidence that repairs were made following maintenance
 - Storage start and end dates, if applicable
 - Tire measurements to prevent premature wear or punctures

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Sources:

Société de l'assurance automobile du Québec
Ontario - Commercial vehicle operator's registration
Alberta - Facility audits and investigations - Commercial carriers
Canadian Council of Motor Transport Administrators

*Requirements may vary by province or territory. Please check the regulations in your province/territory.

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