
Special Commercial Vehicle Inspection Review

APRIL 2011

THE SALVATION ARMY

Centre: _____

Reviewer: _____

Date: _____

(Note: Reviewer has the authority to order vehicle off the road until compliance can be confirmed.)

Commercial Vehicles

(For use in Ontario only)

(Copy of the review to be forwarded to DHQ and THQ Fleet Office immediately upon completion)

INTRODUCTION

This section of the Review is concerned with the following:

- Commercial vehicle operations (CVOR)
- Required documents under provincial legislation
- Vehicle documentation and maintenance
- Driver records
- Driver training

A series of checklists for use in evaluating these functions can be found at the end of each section. These checklists relate to but do not duplicate the standards set forth in the first part of the section. Rather, they indicate the specific characteristics that the standards entail. Thus, they are to be seen as both a working tool for the review team and a reference source for staff in the relevant functions.

As the requirements are mandatory by law the review can only be noted pass (P) or failed (F)

For this section of the Review, the following documentation is required:

Vehicle Maintenance

- Annual (semi-annual) vehicle inspection reports
- Daily vehicle log (in combination with driverLog)
- Roadside inspection reports
- Preventative maintenance schedule
- Vehicle maintenance log

Driver Records

- Initial driver abstract (before hire)
- Annual abstracts
- Valid driver license for each driver
- Complete list of all drivers
- Driver – hours of service log (in combination with vehicle maintenance log)

Driver Training

- Certificates of completion for all driver training

Item	Standard	Procedure	Rating
------	----------	-----------	--------

4A – Commercial Vehicles

Section 1 – Vehicle Maintenance

4.1.1 All commercial vehicles are required to have the following documentation available in the vehicle at all times:

- Copy of CVOR Certificate**
- Vehicle Registration**
- Insurance Liability Card**
- Copy of Annual Inspection Certificate**
- Log Books**

- a. Review and confirm that the appropriate and dated CVOR Certificate is present in each vehicle.
- b. Review and confirm that the current (and valid) vehicle registration and insurance liability cards are in the appropriate vehicles (originals only).
- c. Review and confirm that the current annual inspection certificate is in the appropriate vehicle.
- d. Review and confirm that that current driver and vehicle log books are in the appropriate vehicle.

P	F
----------	----------

4.1.2 All commercial vehicles must have an annual safety inspection completed at a certified location (ie dealership or certified mechanic). All major defects found through this inspection process are to be immediately addressed.

- a. Review each vehicle log book and confirm all major and minor defects have been addressed and corrected on a timely basis for the past six months.
- b. Confirm necessary paperwork has been placed on file with a copy forwarded to THQ Fleet Administration.

P	F
---	---

4.1.3 Drivers of all commercially operated vehicles must conduct and maintain daily vehicle inspections – as per legislative requirements. Reports must be maintained and placed on file for review and audit purposes.

- a. Review all daily inspection reports to confirm compliance.
- b. Check vehicles to ensure daily inspection reports are in order.
- c. Review file to ensure all areas of concern have been addressed by local administration in a timely manner.

P	F
---	---

4.1.4 All daily pre-trip inspection reports are to be submitted to the Executive Director/Business Manager/Corps Officer on a daily basis.

- a. Review daily inspection reports ensuring appropriate review by supervisor has been completed and initialed within one week of submission.

P	F
---	---

4.1.5 All daily vehicle inspection reports are to be retained locally by the ministry unit for a period of two years or six months after the vehicle is decommissioned or ceases to be used by The Salvation Army.

- a. Review files to ensure compliance that reports are up-to-date for six months prior to the date of the accreditation.
- b. Review files to ensure compliance that repair information is on file for the last two years.

P	F
----------	----------

4.1.6 All drivers are required to maintain a daily trip log using the standardized form provided by THQ Fleet Administration. This log will record the places where the driver has driven during the day including the time and kilometers.

- a. Review the daily trip log to ensure the necessary information is being properly recorded.
- b. Confirm that the daily trip log is being submitted daily to the supervising office. White copies are to be submitted and placed in file. While yellow copies remain in book.

P	F
----------	----------

4.1.7 All commercial vehicles are to maintain a vehicle maintenance log. This report will show all the maintenance that has been completed on a specific vehicle. Expenses are to charged to PHH card in order to easily extract data for government Facility Audits at THQ.

- a. Review vehicle maintenance log to ensure compliance.

P	F
----------	----------

4.1.8 All drivers of commercially owned or operated vehicles are required to log their hours of service in the required log book on a daily basis.

- a. Review log books and files to ensure compliance that the reports are up to date for six month prior to review.

4B – Commercial Vehicles

Section 2 – Driver Records (inclusive of employees, officers, volunteers and contract workers)

4.2.1 Prior to granting permission to an individual to drive a Salvation Army vehicle, the supervising office must obtain a driver’s abstract for the individual. This Abstract must be obtained from the Ministry of Transportation for a nominal fee. All Abstracts are to be retained on file along with a copy of a legible driver’s license (front and back). Abstracts are to be no older than one year.

- a. Review personnel files to ensure the necessary Abstracts and a copy of driver’s license is kept and are legible.
- b. Review personnel files to ensure annual Abstracts have been obtained and are on file.
- c. Review file to ensure that a copy of all Abstracts and driver’s licenses are to be forward to THQ Fleet Administration.
- d. Review personnel file to ensure all drivers meet the standard requirements for driving a CVOR vehicle.

P	F
---	---

4.2.2 All ministry units must maintain a current spreadsheet of all drivers. This list is to include: complete name and civic address, date of employment/start of volunteering or contract, driver’s license number, date of last Abstract and date of birth.

- a. Review spreadsheet to ensure compliance and that all required information has been accurately recorded.

P	F
---	---

4C – Commercial Vehicles

Section 4 – Driver Training (inclusive of employees, officers, volunteers and contract workers)

4.3.1 All drivers who operate a vehicle that requires an A,B, C, D, E or F license must show a certificate or document proving they have obtained the proper training to drive such a vehicle.

- a. Review personnel files to ensure copies of all certificates have been retained confirming proper training has been completed. Copies must be sent to THQ Fleet Administration for record retention.

P	F
---	---

4.3.2 All ministry units must ensure all drivers attend a minimum of one annual driver training workshop.

- a. Review personnel files to ensure appropriate confirmation of workshop attendance has been filed confirming the same.

P	F
---	---