

# Audit Committee Report

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**DATE:** Monday, September 19, 2022

**WARD(S):** ALL

**TITLE:** MTO DRIVER CERTIFICATION SPECIFIED PROCEDURES  
INSPECTION FOR VAUGHAN FIRE AND RESCUE SERVICES

**FROM:**

Kevin Shapiro, Director of Internal Audit

**ACTION:** FOR INFORMATION

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**Purpose**

To communicate the findings from the Internal Audit Report on the Ontario Ministry of Transportation Driver Certification Program Specified Procedures Inspection for Vaughan Fire and Rescue Service (VFRS).

**Report Highlights**

- To determine compliance and continued participation, Internal Audit is authorized by the Ontario Ministry of Transportation (MTO) to conduct a Driver Certification Program audit for VFRS.
- Although the audit identified two administrative infractions, VFRS has continued to make improvements over the last several Driver Certification Program (DCP) audits.
- Further improvements are required to ensure continued compliance and that testing is efficiently and effectively managed.
- Management agrees with the audit findings and are in the process of implementing action plans to address them.

**Recommendations**

1. That the Internal Audit Report on the MTO Driver Certification Program Specified Procedures Inspection for VFRS be received.

## **Background**

The purpose of the DCP is to allow participating organizations to conduct their own driver training and testing on behalf of the MTO. As a participant in the DCP, VFRS is authorized to conduct driver training and administer MTO testing for employees who require a licence upgrade or renewal to operate VFRS vehicles as part of their regular duties. In recent years, driver training is no longer part of VFRS' DCP because there is now the recruitment requirement to be fully licensed. However, the Training Division still administers testing for licence renewal. This ensures that VFRS vehicles are operated by competent drivers who have been properly trained and possess the appropriate licence in compliance with Ministry legislations as well as City of Vaughan policies and procedures and eliminates the travel and wait times that would otherwise be incurred by employees to attend an MTO Drive Test.

VFRS requested that Internal Audit perform the 2022 Specified Procedures Inspection as required by the MTO for continued participation in the DCP. Internal Audit was approved by the MTO in 2014 to provide DCP attestation services for the City of Vaughan. The audit is performed using the standard DCP audit program and the corresponding report was submitted to the MTO on July 8, 2022.

The scope of the audit covered VFRS DCP activities for the period of May 10, 2019 to June 30, 2022.

## **Previous Reports/Authority**

Not applicable.

## **Analysis and Options**

Although new VFRS firefighters are required to possess and maintain a valid unrestricted Ontario DZ driver's licence with air brake endorsements upon hire, the training division still conducts a two-week City of Vaughan driver's training program. Also, for timely licence renewals, VFRS has expanded the DCP program to include more authorized staff to administer the necessary written tests.

Internal Audit identified the following opportunities for improvement during this audit:

- Requirement 3.10 of the DCP requires staff who are authorized to administer and score written renewal tests have a criminal record check conducted every three years and the documented evidence maintained in the DCP Master File. The MTO Specified Inspection found that all six of program administrators' criminal record checks had lapsed. Some of VFRS's administrative duties were impacted by the pandemic. However, not having a system to flag when the criminal record checks need to be renewed is the cause of this program infraction. The Deputy Fire Chief, Professional Development and Special Operations has agreed to have record searches formally scheduled to be conducted prior to the end of the three-year period.

- Requirement 3.3 requires all written renewal test results to be input into the DCP system. Internal Audit found that one of seven tests sampled had not been recorded in the system. The audit identified that not all authorized staff have the proper training to navigate MTO's DCP system and therefore rely on their trained colleagues to input test scores. This finding resulted in a program minor infraction. This practice could also result in the program relying on incomplete and inaccurate records, impacting the licence status of VFRS drivers. Management has agreed to ensure all authorized DCP system users be properly trained to input test results in a timely manner.

### **Financial Impact**

There are no direct economic impacts associated with this report.

### **Broader Regional Impacts/Considerations**

Not applicable.

### **Conclusion**

Management agrees with the audit findings and are in the process of implementing action plans to address them. All action plans will be implemented prior to the commencement of the next DCP audit in 2023.

**For more information**, please contact: Kevin Shapiro, Director of Internal Audit, ext. 8293

### **Attachments**

Attachment 1 – Part 2 DCP Specified Procedures Inspection Report

### **Prepared by**

Kevin Shapiro, Director of Internal Audit, ext. 8293

### **Approved by**

A handwritten signature in black ink, appearing to be 'K. Shapiro', with a long horizontal flourish extending to the right.

Kevin Shapiro, Director of Internal Audit