

# Audit Committee Report

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**DATE:** Monday, October 2, 2023

**WARD(S):** ALL

**TITLE:** 2023 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.
- VFRS has made several improvements since the last DCP audit in 2022.
- No infractions were noted, and VFRS is fully compliant with the program requirements.
- Based on the results, the MTO requires that the next audit be conducted in 2026.

**Recommendation**

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 2023 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 May 31st, 2023.

The scope of the audit covered VFRS DCP activities for the period of July 9, 2022 to April 27, 2023.

### **Previous Reports/Authority**

Not applicable.

### **Analysis and Options**

The Specified Procedures Inspection conducted by Internal Audit confirmed VFRS is fully compliant with the Ministry of Transportation's Driver Certification Program. Further, VFRS have corrected previous infractions by implementing continuous improvement measures:

- 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 is to be maintained in the DCP Master File. The Deputy Fire Chief, Professional Development and Special Operations has scheduled mandatory record searches to be conducted prior to the three year period.
- Requirement 3.3 requires all written renewal test results to be input into the DCP system. From the driver's tests sampled, Internal Audit found that all had been recorded in the system.

### **Financial Impact**

There are no direct economic impacts associated with this report.

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

Not applicable.

**Conclusion**

The DCP Specified Procedures Audit was conducted in accordance with the MTO requirements. Internal Audit concludes that VFRS is in compliance with the Driver Certification Program requirements.

Based on the results, the MTO requires that the next audit be conducted in 2026.

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

**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 dark ink, appearing to be 'KS' followed by a long horizontal stroke.

Kevin Shapiro, Director of Internal Audit