

Part 2 – Driver Certification Program (DCP) Specified Procedures
Inspection Report

Date of Inspection: May 29, 2023
Recognized Authority (RA): Vaughan Fire and Rescue Service

RA Municipal Address: City of Vaughan
2141 Major Mackenzie Drive
Vaughan, Ontario L6A 1T1

File Location: City of Vaughan
(if different than above) Joint Operations Centre
2800 Rutherford Road
Vaughan, ON L4K 2N9

Training Location: Same as file location
(if different than above)

RA #: 22226
RA Official: James MacDonald
(incl. phone and email address) 905-832-8585 ext. 6191
jim.macdonald@vaughan.ca

Summary of Findings:

Number of program infractions:

Minor: 0
Major: 0

Total Program Infractions: 0

General Comments:

Name of Auditor: Rebecca Burchert
Auditor's Address: City of Vaughan
2141 Major Mackenzie Drive
Vaughan, ON L6A 1T1
Auditor's Phone #: 905-832-8585 ext. 8124
Auditor's email: rebecca.burchert@vaughan.ca

Professional designation, please check appropriate box:

Chartered Professional Accountant (with a Public Accounting License) ☐
Internal Auditor (separate reporting structure) ☐
Auditor with credentials ☒

By signing below, I confirm, as requested by, RA name: Vaughan Fire and Rescue Service, I have performed the specified Procedures Inspection Report, found attached in Part 1, "Driver Certification Program Specified Procedures Inspection Report" for the Driver Certification Program and their results for the period from July 9, 2022 to May 29, 2023.

This report is for use solely by the Ministry of Transportation for assessing the organizations compliance with requirements and instructions for delivering the Driver Certification Program.

These procedures do not constitute an audit of the organization's compliance with Ministry of Transportations Driver Certification Program, and therefore express no opinion on such.

Signature of Auditor

Date

Type of Recognized Authority:

Private Business/ Industry

Coach Bus ☐
School Bus ☐
Fleet ☐

Government

Municipalities ☒
Public Transit ☐
(or Sub- Contractor)
Fire Department ☒
(or EMS)
Police ☐

Provincial Government ☐
 Federal Government ☐
 (Includes Agencies, Boards, Commissions, Crown Corporations etc. for
 Provincial and Federal Governments)

Community Colleges

Community College Air brake (Z) ☐
 Community College Commercial Driver Training ☐
 Community College Motorcycle ☐
 M1 ☐ M2 ☐
 M1(L) ☐ M2(L) ☐
 M1(M) ☐ M2(M) ☐

Safety Organization

Air Brake Safety Organization ☐
 Motorcycle Safety Organization ☐ M1 ☐ M2 ☐
 M1(L) ☐ M2(L) ☐
 M1(M) ☐ M2(M) ☐

Class of Authority Granted:

☐ ☐ ☐ ☐ X ☐ ☐ ☐ ☐ ☐
 A A(R) B C D E F M1 M2 Z

Date of Last Inspection: 29/06/2018

Reference the *Driver Certification Program Manual*, and associated “update
 bulletins,” and the RA Agreement (located in the RA Masterfile).

DCP Control and Sanction Standards

Note: Reference sections 2.4.3 – 2.4.6 of the *Driver Certification Program
 Manual*

Program Participant	Program Requirement	Infraction Level	Pass	Fail	N/A	Comments (if failed checked please provide details)
1) Recognized Authority (RA)	GENERAL REQUIREMENTS					
	1.1 Confirms RA is using ministry approved training program. In order to answer this question, complete section 3.1.	Minor	X	<input type="checkbox"/>	<input type="checkbox"/>	
	1.2 Has signed contract with the Ministry.	Minor	X	<input type="checkbox"/>	<input type="checkbox"/>	
	1.3 Has most recent <i>Driver Certification Program Manual</i>	Minor	X	<input type="checkbox"/>	<input type="checkbox"/>	
	1.4 Confirm RA is not a truck/bus or Beginner Driver Education driving school.	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	
	1.5 Ensure RA employs or directly contracts SAs (e.g., contract is between RA and individual SA's), see section 2.2.2.12 in the DCP manual).	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	
	1.6 Ensure at least one qualified SA, per licence class the RA is training/testing in, and that the SA is employed or directly contracted with the RA. See section 2.2.2.12 in the DCP manual.	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	
	1.7 Ensure RAO is qualified. Complete section 2 below. Also, see section 2.2.1 in the DCP manual.	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	
	1.8 Ensure SAs fulfill all SA duties and responsibilities. See section 2.3.3 in the DCP manual.	Minor	X	<input type="checkbox"/>	<input type="checkbox"/>	
	1.9 Ensure SAs continue to meet all eligibility criteria. Complete section 3 below. Also see 2.2.3 in the DCP manual.	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	
	1.10 Ensure all SAs are present and/or available at audits. See section 2.3.2 in the DCP manual.	Minor	X	<input type="checkbox"/>	<input type="checkbox"/>	

Program Participant	Program Requirement	Infraction Level	Pass	Fail	N/A	Comments (if failed checked please provide details)
	1.11 RA is not found to be subject of a violation or order related to driver education or training (e.g., MTO, ministry of Training, Colleges, and Universities).	Minor or Major (depending on the infraction)	X	<input type="checkbox"/>	<input type="checkbox"/>	
	1.12 Ensure RA collected course fees directly from employee/student (e.g. receipt with the RA name, HST number), see section 2.2.2.9 in the DCP manual. (Review 10% of the overall sample size).	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	RA does not collect course fees from employee/student.
	1.13 For Safety Organizations conducting Air Brake Courses with an MTO approved Oversight Plan. Auditor to review and verify that all elements of the Oversight Plan are being carried out.	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	New RA classification contains four main RA organization types: private business or industry, government, community colleges, and safety organizations. The City of Vaughan Fire and Rescue Services is considered 'government'. The MTO approved Oversight Plan does not pertain to this RA.
STOCK						
	1.14 Ministry stock and driver files are secure (e.g. located in a secure area, locked cabinet, safe etc.). See section 2.3.2 and 2.4.4.1 in the DCP manual.	Minor	X	<input type="checkbox"/>	<input type="checkbox"/>	
DRIVER FILES						
	1.15 Ensure RA/SA has maintained Driver and Master files as per ministry standards. See section 2.4.10 and 2.4.11 in the DCP manual. (Review 2.5% of the overall sample size)	Minor	X	<input type="checkbox"/>	<input type="checkbox"/>	

Program Participant	Program Requirement	Infraction Level	Pass	Fail	N/A	Comments (if failed checked please provide details)
	1.16 Ensure RA/SA has maintained the driver documents in the Driver file for one year or since the last inspection, which ever is the longer time period. See section 2.4.10. (Review 2.5% of the overall sample size)	Minor	X	<input type="checkbox"/>	<input type="checkbox"/>	
	1.17 Ensure RA has documented and retained all record(s) of collisions that involved vehicles operated by drivers in the training program. See section 2.4.10 (Review 2.5% of the overall sample size)	Minor	X	<input type="checkbox"/>	<input type="checkbox"/>	
FACILITIES/TEACHING AIDS						
	1.18 Provide training and testing in facilities/sites that meet ministry-standards for in-vehicle and in-class training and testing. Auditor to physically verify facilities and attend at least 50% of the sites to a maximum number of 6 sites. See section 2.2.2.13 in DCP Manual	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	Vaughan Fire and Rescue Service are no longer training or testing for upgrades. They are only conducting written renewal testing.
	1.19 Ensure that training/testing facilities are in a non-residential location. See section 2.2.2.4 in the DCP manual for exemptions.	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	Per section 2.2.2.4 of the DCP Policy Manual, Amendment #7 dated September 2015, fire departments are exempt. No additional audit work performed.
	1.20 Ensure the RA own/lease/rent the facility. See section 2.2.2.4 in the DCP manual for exemptions.	Minor	<input type="checkbox"/>	<input type="checkbox"/>	X	Per section 2.2.2.4 of the DCP Policy Manual, Amendment #7 dated September 2015, fire departments are exempt. No additional audit work performed.

	1.21 Ensure RA has proof of insurance for premises (i.e. \$2 million general liability insurance on premises). See section 12 in the DCP Agreement.	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	
Program Participant	Program Requirement	Infraction Level	Pass	Fail	N/A	Comments (if failed checked please provide details)
	1.22 Confirm training equipment and teaching aids continue to meet ministry standards. See section 2.2.2.13-2.2.2.15 in the DCP manual.	Minor	<input type="checkbox"/>	<input type="checkbox"/>	X	Vaughan Fire and Rescue Services is no longer conducting upgrades and no longer needs teaching aids for training classes.
	1.23 Ensure RA has Ministry approved and functional vision testing equipment. Applicable to RA's approved for vision testing only. See section 3.5.1.1 in the DCP manual.	Minor	<input type="checkbox"/>	<input type="checkbox"/>	X	Vaughan Fire and Rescue Service does not perform vision testing and therefore does not have or use vision testing equipment. No further audit work performed.
VEHICLES USED FOR TRAINING AND TESTING						
	1.24 Verify the number of operational vehicles (25 or more) in the RA's fleet in the applicable class(es) that the RA has authority to train/test in. Complete Vehicle Verification Checklist form. See section 2.2.2.5 in the DCP manual for a list of exemptions.	Major (exemptions granted)	<input type="checkbox"/>	<input type="checkbox"/>	X	Vaughan Fire and Rescue Services is exempt from the minimum 25 vehicle requirement, in accordance with MTO DCP Policy Manual, Amendment #6 dated May 2014, section 2.2.2.5. Additionally, Vaughan Fire and Rescue Services are no longer providing training or road testing for upgrades.

	1.25 Ensure vehicles used for training/testing meet ministry standards. Complete Vehicle Verification Checklist form. See section 2.2.2.5 in the DCP manual.	Minor	<input type="checkbox"/>	<input type="checkbox"/>	X	Vaughan Fire and Rescue Services are no longer training and road testing for licence upgrades.
	1.26 Ensure RA has proof of insurance for vehicles (i.e., \$2 million automobile liability insurance), complete Vehicle Verification Checklist form. See section 12 in the DCP Agreement.	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	
TRAINING AND TESTING						
	1.27 RA has entered on the DCP system the training/testing dates prior to courses and accurate course location.	Minor	<input type="checkbox"/>	<input type="checkbox"/>	X	Vaughan Fire and Rescue Services are no longer training and road testing for licence upgrades.
Program Participant	Program Requirement	Infraction Level	Pass	Fail	N/A	Comments (if failed checked please provide details)
	1.28 For the M1 training course ensure: a) The student/instructor training ratio does not exceed ministry standards of 25:1 in- class, 5:1 on- vehicle. See section 3.1.2.2 in the DCP manual. (Review 10% of the overall sample size)	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	Vaughan Fire and Rescue Service does not conduct M1 or M2 training and is therefore exempt for audit purposes. No further audit work performed.
	b) A minimum of one on-site Ministry- approved M1 SA is supervising the entire training course. See section 3.1.2.2 in the DCP manual. (Review 10% of the overall sample size)	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	See 1.28 a)
	c) Only a Ministry-approved M1 SA is conducting all M1 testing following delivery of the MTO- approved training course. See section 3.1.2.2 in the DCP manual. (Review 10% of the overall sample size)	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	See 1.28 a)

	1.29 For the M2 training course ensure: a) The student/instructor training ratio does not exceed ministry standards of 25:1 in-class, 5:1 on-vehicle. See section 3.2.4.6 in the DCP manual. (Review 10% of the overall sample size)	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	Vaughan Fire and Rescue Service does not conduct M1 or M2 training and is therefore exempt for audit purposes. No further audit work performed.
	b) All instructors are Ministry approved M2 SA's (requirement for M2 training and testing). See section 3.2.4.6 in the DCP manual. (Review 10% of the overall sample size)	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	See 1.29 a)
	c) Only a Ministry-approved M2 SA is conducting all M2 testing following delivery of the MTO-approved training course. See section 3.2.4.6 in the DCP manual. (Review 10% of the overall sample size)	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	See 1.29 a)
Program Participant	Program Requirement	Infraction Level	Pass	Fail	N/A	Comments (if failed checked please provide details)
	1.30 For the Airbrake training course ensure: the student/instructor training ratio does not exceed ministry standards of 15:1 student to trainer. See section 3.2.5 in the DCP manual. (Review 10% of the overall sample size)	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	Vaughan Fire and Rescue Services is no longer providing Airbrake training courses. The VFRS only conducts written renewal tests.
GENERAL REQUIREMENTS						
2) Recognized Authority Official (RAO)	2.1 Primary work location is in Ontario.	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	
	2.2 Satisfactory criminal record check, within 3 years of the date of this audit.	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	
	2.3 Is not acting as a Signing Authority (i.e. RAO cannot act as an SA, and vice versa).	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	
	2.4 Occupies a position in the organization at a senior supervisory level.	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	

3) Signing Authority (SA)	<p>3.1 Auditor to observe SA conducts ministry approved training course. If at least 1 training course is scheduled within 3 months of date of the audit, auditor to observe: if more than 4 training sessions are scheduled auditor to observe 2 (auditor to select courses for different types of licence class if applicable). Auditor to include observation comments below or attach separately.</p> <p>Note: Auditor may stagger observation time to verify components of training program while completing other aspects of the audit. If SA does not conduct any licence upgrades, then Auditor to observe SA conducting licence written renewal testing.</p>	Major X	<input type="checkbox"/>	<input type="checkbox"/>		<p>Vaughan Fire and Rescue Services are no longer training and road testing for licence upgrades.</p> <p>Internal Auditor observed SA conducting licence renewal testing, May 23, 2023, at Station 78.</p>
Program Participant	Program Requirement	Infraction Level	Pass	Fail	N/A	Comments (if failed checked please provide details)
	3.2 Ensure SA marks test papers accurately and stores them in the Drivers File. See section 3.2.2.1 and 3.3.1.4 in the DCP manual. (Review 10% of the overall sample size)	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	
	3.3 Ensure SA records all test results on the DCP system and that they reconcile with the test results in the driver file. See section 3.2.2.1 and 3.3.1.4 in the DCP manual. (Review 2.5% of the overall sample size)	Minor	X	<input type="checkbox"/>	<input type="checkbox"/>	
	3.4 Ensure SA conducts ministry approved road/practical test and utilizes approved route. See section	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	Internal Audit confirmed Vaughan Fire and Rescue Service is no longer training and

	3.2.2.1 in the DCP manual. (Review 10% of the overall sample size)					testing for upgrades. The Ministry of Transportation verified that the road test does not need to be approved by the MTO.
	3.5 Ensure SA conducts road/practical testing only after delivering MTO approved training (applicable to upgrades only). See section 2.3.3 in the DCP manual. (Review 10% of the overall sample size)	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	See 3.4
	3.6 SA assists auditors as requested. See section 2.3.3 in the DCP manual.	Minor	X	<input type="checkbox"/>	<input type="checkbox"/>	
	3.7 Ensure that only employees or registered students receive training and testing offered under the program. See section 2.3.3 in the DCP manual. (Review 10% of the overall sample size)	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	
Program Participant	Program Requirement	Infraction Level	Pass	Fail	N/A	Comments (if failed checked please provide details)
	3.8 (For out-of-province drivers who are Ontario SAs) SA possess valid equivalent driver's licence from any Canadian jurisdiction, in the class(es) of licence and/or endorsement for which the SA provides training and testing.	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	
	3.9 (For out-of-province drivers who are Ontario SAs) SA continues to meet the eligibility requirements in terms of their driving record (e.g., demerit points, convictions etc.). See section 2.2.3 in the DCP manual.	Major	<input type="checkbox"/>	<input type="checkbox"/>	X	

	3.10 Verify all SAs have a satisfactory criminal record check on file, within 3 years of the date of this audit. See section 2.2.3.5 in the DCP manual.	Major	X	<input type="checkbox"/>	<input type="checkbox"/>	
	3.11 Verify all SAs have signed the ministry's "DCP Signing Authority Declaration form."	Minor	X	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Comments (optional):
