

Vehicle Inspections Regulation 199/07
Tips to Comply

1. Driver must refer to all sections of Schedule 1 while completing vehicle inspection.
2. Driver must be able to show roadside inspectors the Schedule 1 they use to complete vehicle inspection.
3. Company must provide driver with proper inspection report to record all necessary details. See Section 7 of Regulation for details.
4. For every vehicle driven (tractor) or drawn (trailer), the date, time and location of inspection must be recorded.
5. Must have way of identifying major and minor defects.
6. Drivers must understand what is expected of them in terms of record defects and report them to company.
7. The company must provide drivers with clear instruction on what to do if the vehicle has a minor defect.
8. Vehicle inspection reports must be kept for 6 months.
9. If a defect is found on the vehicle inspection report, that inspection report and any invoice or work order to fix that defect now becomes part of the permanent maintenance record and must be kept for 2 years.
10. Company must have written preventative maintenance statement that identifies the interval between services, as well as clear description of what work is carried out for each particular type of service. All invoices should reflect this description.
11. Company must keep all invoices for all purchases of parts etc for service on vehicles. It is mandatory for owner operators to submit all receipts for parts or products purchased for preventative maintenance as well as receipts for all work done.
12. All work orders completed by internal shop (or by owner operator) should reference parts or products used.

13. Company will have to be able to produce invoices or receipts for parts or products that are purchased in bulk for inventory. These invoices should be kept for 2 years.
14. Internal work orders (including those prepared by owner operators) should include date, odometer reading, list of parts used, as well as the signature of the person who carried out the repairs.

For further information you can visit the Ministry Website at www.mto.gov.on.ca or contact me at sandy@ebsafetyconsulting.com