



MTO READINESS CHECKLIST · ONTARIO FLEETS

Are you ready for an MTO audit?

40 questions that show where your fleet stands on CVOR, driver files, hours of service, maintenance and collisions. About 20 minutes.

COMPANY

COMPLETED BY

DATE

START HERE

Would your fleet pass an MTO facility audit tomorrow?

This checklist covers what Ontario's Ministry of Transportation looks at in a facility audit: your CVOR standing, driver files, hours of service, maintenance and trip inspections, and how you handle collisions and convictions. It takes about 20 minutes. Answer honestly; the only person you'd be fooling is yourself.

STEP 1**Answer all 40**

Tick Yes only if you could show the proof to an auditor today.

STEP 2**Add up your score**

Yes = 2, Partly = 1, No = 0. Total each section, then add them up.

STEP 3**Read your result**

See what your score means and the five fixes to make this week.

What triggers an MTO facility audit?

Most often a rising CVOR violation rate. MTO steps in as a carrier's rate climbs: a warning letter at about 35% of its threshold, and an audit becomes likely around 50%. A serious collision or a complaint can also trigger one, and new carriers are often audited early. You usually get little notice, so the time to prepare is before the letter arrives.

Proof, not promises. In an audit, "we do that" counts for nothing without a document, a record or a signature. If you can't put your hand on it in a few minutes, mark it Partly or No.

This is a self-check to help you prepare. It is not an MTO score and does not predict an audit result. Requirements summarized from the Highway Traffic Act and its regulations, including O. Reg. 199/07 (commercial vehicle inspections) and O. Reg. 555/06 (hours of service).

THE CHECKLIST

A • CVOR & safety program		6 QUESTIONS • 12 POINTS
#	QUESTION • WHY IT MATTERS	YES • PARTLY • NO
1	Is your CVOR certificate current, with the right legal name and address, and is a copy in every truck? MTO checks this first. A lapsed CVOR means you can't legally operate.	☐ YES ☐ PARTLY ☐ NO
2	Do you pull your CVOR abstract at least every quarter and know your overall violation rate? At 35% of threshold MTO sends a warning letter; around 50% a facility audit becomes likely.	☐ YES ☐ PARTLY ☐ NO
3	Is every conviction, collision and inspection on your abstract traced to a driver and an action? Auditors ask what you did about each event, not just whether you know about it.	☐ YES ☐ PARTLY ☐ NO
4	Do you have a written safety program, signed and reviewed in the last 12 months? It shows MTO you manage safety on purpose, not by luck.	☐ YES ☐ PARTLY ☐ NO
5	Do you have written policies for hours of service, inspections, speeding, phones, drugs and alcohol, and discipline? Policies are how you prove expectations were clear before something went wrong.	☐ YES ☐ PARTLY ☐ NO
6	Is one named person responsible for safety and compliance, with a backup? When nobody owns it, renewals and reviews slip.	☐ YES ☐ PARTLY ☐ NO

Section A score / 12

B • Driver files		8 QUESTIONS • 16 POINTS
#	QUESTION • WHY IT MATTERS	YES • PARTLY • NO
7	Does every driver hold a valid licence of the right class for what they drive? The single most serious driver-file failure.	☐ YES ☐ PARTLY ☐ NO
8	Did you get a driver abstract before each driver's first trip? Hiring without one is a common audit finding.	☐ YES ☐ PARTLY ☐ NO
9	Is there an abstract for every driver from the last 12 months, reviewed and signed? Annual review is expected for every driver, every year.	☐ YES ☐ PARTLY ☐ NO

B • Driver files (continued)

#	QUESTION • WHY IT MATTERS	YES • PARTLY • NO
10	Are medical certificates tracked so none expire unnoticed? An expired medical can take a driver off the road the same day.	☐ YES ☐ PARTLY ☐ NO
11	Does each file have an application with employment history and reference checks? Shows you checked the driver's safety record before hiring.	☐ YES ☐ PARTLY ☐ NO
12	Is there a signed road test for every driver, on the equipment they drive? Proves the driver could actually handle the vehicle.	☐ YES ☐ PARTLY ☐ NO
13	Is new-driver orientation documented before the first dispatch? If it isn't written down, it didn't happen.	☐ YES ☐ PARTLY ☐ NO
14	Do owner-operators and agency drivers have the same complete files as employees? Anyone driving under your CVOR is your responsibility.	☐ YES ☐ PARTLY ☐ NO

Section B score / 16

C • Hours of service

7 QUESTIONS • 14 POINTS

#	QUESTION • WHY IT MATTERS	YES • PARTLY • NO
15	Does every driver who needs one use a certified ELD, with any exemptions documented? ELDs are mandatory for most federally regulated carriers.	☐ YES ☐ PARTLY ☐ NO
16	Do you review ELD violation and edit reports at least weekly, and act on them? Auditors look for proof that management monitors hours, not just the driver.	☐ YES ☐ PARTLY ☐ NO
17	Are unassigned driving events cleared or explained every week? Unexplained driving is a red flag for hidden hours.	☐ YES ☐ PARTLY ☐ NO
18	Do your logs match fuel receipts, bills of lading and dispatch times? Mismatches are how falsified logs are found.	☐ YES ☐ PARTLY ☐ NO
19	Does dispatch check a driver's available hours before assigning a load? Dispatching a driver who can't legally finish is a carrier violation.	☐ YES ☐ PARTLY ☐ NO
20	Do you keep logs and supporting documents for at least 6 months? Missing records count against you.	☐ YES ☐ PARTLY ☐ NO
21	Does every truck carry the ELD manual, malfunction instructions and blank paper logs? Drivers must be able to keep logging if the ELD fails.	☐ YES ☐ PARTLY ☐ NO

Section C score / 14

D • Maintenance & trip inspections

9 QUESTIONS • 18 POINTS

#	QUESTION • WHY IT MATTERS	YES	PARTLY	NO
22	Do you have a written preventive maintenance program with intervals for each unit type? MTO expects a system, not just repairs when things break.	☐	☐	☐
		YES	PARTLY	NO
23	Is every truck and trailer's annual inspection current? An expired annual means the unit can't operate.	☐	☐	☐
		YES	PARTLY	NO
24	Does every unit have a file with year, make, VIN, and every repair with date and odometer? Required for every truck, trailer and converter dolly.	☐	☐	☐
		YES	PARTLY	NO
25	Are PM services done on time, with no unit badly overdue? Late PMs show the program exists on paper only.	☐	☐	☐
		YES	PARTLY	NO
26	Is a daily trip inspection report completed for every unit, every day it's used? Missing daily inspections is one of the most common findings.	☐	☐	☐
		YES	PARTLY	NO
27	Is every reported defect repaired and signed off, with major defects fixed before the unit moves? Auditors trace defects from the driver's report to the repair order.	☐	☐	☐
		YES	PARTLY	NO
28	Are roadside inspection defects and out-of-service orders repaired and documented? These show up on your CVOR and auditors check what you did.	☐	☐	☐
		YES	PARTLY	NO
29	Are speed limiter settings verified and on file for trucks that need them? A simple check that is often missing.	☐	☐	☐
		YES	PARTLY	NO
30	Are units with open major defects tagged and kept out of service? One defective unit on the road can mean a collision and a charge.	☐	☐	☐
		YES	PARTLY	NO

Section D score / 18

E • Collisions, convictions & roadside

5 QUESTIONS • 10 POINTS

#	QUESTION • WHY IT MATTERS	YES	PARTLY	NO
31	Do you keep a register of every collision, reportable or not? Auditors compare it to your CVOR abstract.	☐	☐	☐
		YES	PARTLY	NO
32	Is every collision investigated, with a preventability decision and corrective action? Shows you learn from each incident.	☐	☐	☐
		YES	PARTLY	NO
33	Does every truck carry a collision kit and a one-page what-to-do card? Good evidence at the scene protects you later.	☐	☐	☐
		YES	PARTLY	NO
34	Does every conviction lead to coaching or discipline, on record? Unaddressed convictions suggest nobody is managing driver behaviour.	☐	☐	☐
		YES	PARTLY	NO
35	Do you review roadside inspection results with the driver involved? Clean inspections are earned driver by driver.	☐	☐	☐
		YES	PARTLY	NO

Section E score / 10

F • Training & safety culture

5 QUESTIONS • 10 POINTS

#	QUESTION • WHY IT MATTERS	YES	PARTLY	NO
36	Is there a training record for every driver: hours of service, trip inspections, cargo securement? Training only counts if it's documented.	☐	☐	☐
		YES	PARTLY	NO
37	Do drivers know they can refuse to drive tired or with a defect, without being punished? Pressure to keep moving is behind many serious crashes.	☐	☐	☐
		YES	PARTLY	NO
38	Do you hold safety meetings with drivers at least every quarter, with sign-in sheets? Regular contact keeps standards from drifting.	☐	☐	☐
		YES	PARTLY	NO
39	Have your forklift and dock workers been trained and evaluated in the last 3 years? Workplace safety inspectors look at the yard too.	☐	☐	☐
		YES	PARTLY	NO
40	Have you had an independent compliance audit in the last 12 months? An outside check finds what your team has stopped seeing.	☐	☐	☐
		YES	PARTLY	NO

Section F score / 10

YOUR TOTAL

A • CVOR	B • Driver	C • Hours	D • Maintenance	E • Collisions,	F • Training	Total
/ 12	/ 16	/ 14	/ 18	/ 10	/ 10	/ 80

YOUR RESULT

What your score means

SCORE	RESULT	WHAT IT MEANS
70–80	Strong	Well prepared. An outside audit will confirm it and catch the details.
55–69	Gaps to close	Real gaps an MTO auditor would likely find. Fix the No answers first.
40–54	At risk	Likely to struggle in a facility audit. Get help before MTO calls.
Under 40	High risk	Serious gaps. Act this week, starting with licences, annuals and hours of service.

Any **No** on a driver's licence class (question 7), an annual inspection (question 23) or a unit driving with a major defect (question 27) is serious on its own, whatever your total.

FIVE FIXES TO MAKE THIS WEEK

- ☐ Order your CVOR abstract today and write down your overall violation rate.
- ☐ Check every driver's licence class, medical and abstract date. Fix anything expired before the next dispatch.
- ☐ Check every annual inspection decal and certificate. Park anything expired.
- ☐ Clear this week's unassigned driving events in your ELD.
- ☐ Walk the yard: any unit with an open major defect gets a red tag until it's repaired.

Want a second opinion? Send us your score. In a CVOR Risk Review we'll go through your CVOR record and send you a written summary of what we'd fix first within one business day. If you want the full picture, our one-day on-site audit checks 157 items, 42 of them beyond what MTO looks at.

CANAM FLEET SAFETY GROUP

Find it before MTO does.

Book a CVOR Risk Review. We'll go through your CVOR record and checklist score and send you a written summary of what to fix first within one business day. Led by a former safety and compliance director with 30 years in commercial transportation safety and compliance, and an MTO-certified fleet trainer and air brake instructor with an MTO-approved training facility.



437-873-5385 · SBaidwan@canamfleetsafetygroup.com

canamfleetsafetygroup.com · 2662 Drew Rd, Mississauga, Ontario