

Date: 2022/06/30

Subject: Driver Certification Program Transit Compliance Audit

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Effective**Executive Summary:**

- The City of Brampton Internal Audit Division conducted a compliance audit of the Brampton Transit Driver Certification Program (DCP) on behalf of the Ministry of Transportation.
- The DCP allows the City to train and test its drivers.
- The Ministry of Transportation requires an audit of the DCP every three years for the City to maintain its authority to test and train drivers. The ministry defines all audit test procedures.
- The audit conducted by Internal Audit indicated no issues, and the ministry acknowledged receipt of the 2022 report.
- The next audit due date is July 1, 2025.

Background:

The Brampton Transit Driver Certification Program (DCP) compliance audit is in the 2022 Internal Audit Work Plan.

The Ministry of Transportation (MTO) for the Province of Ontario has authority over the DCP. The DCP allows approved organizations to train and test drivers. The MTO also authorizes persons to deliver this training and perform the testing. In addition, the MTO requires periodic inspections for organizations to continue to operate their DCP.

Recognized Authorities (RA) under the DCP are permitted to train, conduct both written and road test examinations, and grant license upgrades and renewals for several classifications of driver's licenses. The MTO granted Brampton Transit the status of RA in October 1988.

The MTO requires an audit of a participating organization's DCP every three years to maintain their authority to test and train drivers. A re-audit could occur more quickly if

the auditor reports infractions. The City of Brampton's Internal Audit Division meets the criteria to conduct the DCP audits on behalf of MTO. The result report is a Specified Procedures Inspection Report which Internal Audit uploads to the MTO DCP website. Previous audits were conducted in 2014, 2016 and 2019.

Current Situation:

The City of Brampton Internal Audit Division conducted the 2022 DCP Audit for Brampton Transit. The audit period was from May 1, 2019 to May 31, 2022.

Internal Audit staff completed the work in conformance with the requirements of MTO and delivered the Specified Procedures Inspection Report (SPIR) to the MTO on June 15, 2022.

Conclusion:

The audit conducted by Internal Audit indicated no infractions. Accordingly, the ministry acknowledged receipt of the 2022 Specified Procedures Inspection Report (SPIR) for the Corporation of the City of Brampton Transit Department. Therefore, with a satisfactory audit result, the next audit due date is July 1, 2025.

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