

Date: 2022/06/30

Subject: **Driver Certification Program Fleet and, Fire and Emergency Service Compliance Audit**

Contact: Claire Mu, Director, Internal Audit, 905-874-2215,
fang.mu@brampton.ca

Report Number: CAO's Office-2022-823

Effective**Executive Summary:**

- The City of Brampton Internal Audit Division conducted a compliance audit of the Brampton Fleet Services Driver Certification Program (DCP) on behalf of the Ministry of Transportation.
- The DCP allows the City to train and test its drivers. The Fleet training program includes members of Brampton Fire & Emergency Services.
- 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 Driver Certification Program (DCP) Fleet and Fire & Emergency Service 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 the City of Brampton Fleet

Services the status of RA in December 1982. Fire and Emergency Services amalgamated with the Brampton Fleet Services DCP Program in January 2015.

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 2015, 2016, 2019 and 2020.

Current Situation:

The City of Brampton Internal Audit Division conducted the 2022 DCP Audit for Fleet and Fire & Emergency Services. The audit period was from June 2020 to May 2022.

Internal Audit staff completed the work in conformance with the requirements of MTO and delivered the Specified Procedures Inspection Report (SPIR) before the MTO deadline of July 1, 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. Therefore, with a satisfactory audit result, the next audit due date is July 1, 2025.

Authored by:

Nibal Mater

Sr. Internal Auditor, Internal Audit

Reviewed by:

Claire Mu

Director, Internal Audit

Approved by:

Paul Morrison

Interim Chief Administrative Officer