



THE Ontario Bill 60 **COMPLIANCE** **CHECKLIST**

Part of NEXTGEN Compliance Kit 2025

A NEXTGEN Compliance Resource – Issued under
CVOR Best Practices 2025



**Raising the Standard in Trucking
Safety & Compliance**

Why Driver Citizenship / Work Status Matters

1. Legal Right to Work (Employment Standards & HRSDC Compliance)

Every carrier operating in Ontario must ensure that each driver is legally entitled to work in Canada.

Under the Employment Standards Act (ESA) and Immigration and Refugee Protection Regulations, carriers can face serious penalties for employing foreign nationals without valid authorization.

👉 It protects your business from federal penalties under IRPA s. 124(1)(c) and ensures compliance with your insurer and CRA.

Evidence required:

- Copy of valid Canadian citizenship document, permanent resident card, or work permit.
- For temporary foreign workers: proof of LMIA approval and expiry tracking.
- Maintain a Work Authorization Expiry Log within your HR or Safety files.

2. CVOR & Insurance Eligibility

MTO and insurers require that every driver listed under a carrier's CVOR operates legally in Canada and holds a valid Ontario driver's licence.

If a driver is ineligible to work (expired visa, temporary permit, etc.), their file becomes non-compliant under O.Reg 199/07 s. 10 (Driver Files).

This can affect:

- Your carrier safety rating (CVOR audit "unsatisfactory" for incomplete driver files).
- Insurance coverage – many underwriters (e.g., Northbridge, Intact, Aviva) require proof of residency or valid work authorization for underwriting purposes.

Why Driver Citizenship / Work Status Matters

3. Border & Cross-Border Operations

For fleets operating into the U.S.:

- Citizenship determines FAST card and TWIC eligibility.
- Carriers must document nationality for U.S. DOT and FMCSA record-keeping alignment.
- Citizenship and passport validity are required for ACE/ACI manifests.

This ensures your driver isn't delayed or denied entry, preventing downtime and cargo liability exposure.

4. CRA / Payroll & T4 Compliance

Under CRA rules, citizenship or SIN status determines tax reporting requirements.

Employers must confirm a driver's valid SIN (not beginning with "9" unless tied to valid work permit) to issue proper T4 or T4A slips.

This links directly to compliance with the federal crackdown on Driver Inc. misclassification – ensuring all drivers are legitimate employees or contractors with lawful status.

(Bill 60 Framework Adapted for Commercial Carriers)

Top 5 Reasons Carriers Lose Their CVOR Rating

1. Incomplete Driver Qualification Files

Missing abstracts, expired medicals, and unsigned policies are red flags in every audit. Violates requirements under Ontario Regulation 199/07, Section 5, which obligates carriers to maintain accurate driver records including abstracts, qualifications, and policy acknowledgments.

2. Poor Maintenance Documentation

“It was fixed” doesn’t count. Schedule 1 reports, repair orders, and service logs must align. Non-compliance with Highway Traffic Act, Section 84, and O. Reg. 199/07, Schedule 1 — requiring accurate inspection and repair documentation aligned to identified defects

3. Untracked Collisions & Convictions

Carriers often fail to monitor CVOR points, leading to threshold spikes and avoidable audits. Data not monitored under Section 8 (CVOR Record Maintenance) may cause carriers to exceed their allowable thresholds, triggering review or sanction.

4. Inaccurate Daily Inspections

Missing or falsified pre-trip documentation is one of the fastest ways to lose compliance. Breach of O. Reg. 199/07, Part III — Daily Inspections, requiring operators to document, sign, and retain reports for each commercial vehicle.

5. No Internal Safety Management System

A lack of structured safety policies equals a lack of accountability — and auditors always find it. Absence of structured oversight contravenes the National Safety Code (NSC) Standard 15, incorporated by reference under Reg. 199/07, Section 10.

NEXTGEN Tip:

*Don't guess. **NEXTGEN** can perform a mock audit to pinpoint compliance gaps and create a recovery plan.*

Tip: Want to know where your company stands?

*Schedule a CVOR Mock Audit Call with our compliance team at **905-922-1214** — gain clarity before the MTO does.*

Compliance Checklist — Driver Application & Onboarding

Compliance Domain	YES	NO
Driver Licence Validation		
Citizenship / Legal Work Status		
Verified Daily Inspections (Signed & Stored)		
Medical & Vision Standards		
Background / Consent Forms		
MELT / Training Verification		
Orientation Completion		
Road Test Evaluation		
Schedule 1 Inspection Competency		
HOS / ELD Proficiency		
Cargo Securement Training		
Defensive Driving / Collision Avoidance		
Policy Acknowledgments		
Incident / Collision Reporting		
Maintenance / Defect Reporting		
Substance / Fitness for Duty		
Director / Safety Manager Introduction		

Protecting Your Future

SECTION 1 — LICENCE & AUTHORIZATION

1 Driver Licence Validation

Valid Ontario driver's licence (AZ/DZ/AR etc.) verified via MTO abstract; matches equipment type and endorsements. - Copy of licence + MTO 3-yr abstract

2 Citizenship / Legal Work Status

Driver legally entitled to work in Canada; copy of citizenship card, PR card, passport or work permit on file.
NG-DRV-CIT-01 - Work Eligibility / Citizenship Verification Form

3 Application Form Completeness

Full employment history (10 yrs CMV standard), signed and dated.
NG-DRV-APP-01- Driver Application Form

4 Medical & Vision Standards

Current medical certificate (O.Reg 340/94 s. 15); renewal tracked.
MTO medical form

5 Background / Consent Forms

Signed consent for abstract checks, drug policy, photo use, and information release.
Consent forms

SECTION 2 — QUALIFICATION & TRAINING

6 MELT / Training Verification

Documented MELT completion or recognized equivalent. - Training certificate

7 Orientation Completion

NEXTGEN Modules 1–6 completed; driver orientation checklist signed. - Orientation record

8 Road Test Evaluation

In-house or certified examiner road test with signature and scoring sheet.
NG-RT-EVAL-01- Road Test Evaluation Sheet

9 Schedule 1 Inspection Competency

Trained on minor/major defects per Schedule 1; demonstrated inspection. - Certificate or quiz

10 HOS / ELD Proficiency

Demonstrated understanding of HOS rules, ELD entries, yard moves, and deferrals. - HOS training log
NG-HOS-TRN-01 - Hours-of-Service & ELD Training Log

11 Cargo Securement Training

Flatbed/van securement per NSC Std 10 documented. - Securement form
NG-SEC-TRN-01 - Cargo Securement / Load Security Training Record

12 Defensive Driving / Collision Avoidance

Completed approved DDC program - NG-DDC-01 - Defensive Driving & Collision Avoidance Certificate

Protecting Your Future

SECTION 3 — COMPLIANCE POLICIES & ACCOUNTABILITY

13 Policy Acknowledgments

Signed acknowledgment for Safety Manual, Drug & Alcohol, Fatigue, Electronic Devices, and Social Media.
- NG-ACK-POL-01 - Policy Acknowledgment Form

14 Incident / Collision Reporting

Driver briefed on 24-hr incident reporting procedure and contact for Director or Safety Manager.
Orientation form - NG-INC-RPT-01 Incident / Collision Reporting Form

15 Maintenance / Defect Reporting

Understands process for daily inspection defects and maintenance chain of communication.
Maintenance training - NG-MAINT-TRN-01 - Maintenance Awareness & Daily Inspection Training Record

16 Substance / Fitness for Duty

Signed acknowledgment of impairment and fitness policy. - NG-IMP-POL-ACK - Substance & Fitness for Duty Policy Acknowledgment

17 Director / Safety Manager Introduction

Driver introduced to Fleet Safety Director responsible for CVOR compliance; acknowledgment signed.
NG-ACK-DIR-01 - Director / Safety Manager Introduction & Acknowledgment

SECTION 4 — MONITORING & RECORD CONTROL

18 Driver File Completeness

File meets O.Reg 199/07 s. 10 requirements (licence, abstract, training, medical, incident records).
File audit sheet - NG-AUD-DRV-01 - Driver File Audit Form

19 Performance Monitoring

Driver enrolled in monitoring system (Geotab, scorecard, incident tracking).
Monthly report - NG-AUD-FLT-01 - Fleet Audit Summary

20 Insurance Compliance

Driver meets carrier's insurance eligibility (age, experience, record requirements).
Underwriter approval

21 Record Retention & Review

Driver file and training records retained minimum 2 years after termination (O.Reg 199/07).
Retention log



Have Questions? Contact Us



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