

Record Keeping At-a-Glance

Required Files	When To Get Them	How Long To Keep Them
Recommended Files *		

Driver Files

1. Employment application and signed company policy	At time of hire	Term of employment
2. Current driver licence (copy) *	At time of hire; after renewal	Term of employment
3. Driver abstracts (N Print preferred)	At time of hire; minimum every 12 months thereafter	Current + 4 years
4. TDG Certificate	At time of hire or when certified	Current and for 2 years after expiry
5. Driving incident records (includes all violation tickets, Notice & Orders, CVSA inspections, training records/certificates and any disciplinary action taken)	Within 15 days of incident	Current + 4 years

Accident Records (separately or in the driver's file)

1. Accident reports	Within 15 days of incident	Current + 4 years
2. Pictures, notes, statements *	Within 15 days of incident	Current + 4 years

Hours of Service

1. Drivers daily logs	Within 20 days	6 months
2. Supporting Documents (may include time-stamped fuel receipts, bills of lading and shipping documents, accommodation and meal receipts, toll receipts ~ anything with times and dates that you know to be accurate, so you can use them to verify driver logs)	Within 20 days	6 months
3. Accurate time records when exempt from logs	Daily	6 months

Vehicle Records

1. Manufacturer recall notices	After correction	Current + 4 years
2. Vehicle inspections (copies of current and historical CVIR's)	On completion	3 years
3. Maintenance and all repair records/receipts	On completion	3 years
4. Vehicles sold/disposed from carrier fleet (maintenance, repair & inspection reports)	On completion of disposal	6 months after disposal or provide to new owner
5. Trip inspection reports	Within 20 days	3 months

Other

1. Bills of lading (if applicable)	File immediately	3 years
2. Cargo insurance *	File immediately	Current year

Important Notice: This document is for guidance only. If there is any conflict between this document and the *Motor Vehicle Act and Regulations*, the latter shall apply.