

Appendix J: Record Keeping at a Glance

Required Records	When to Get Them	Retention Period
Recommended Records *		

Driver Qualification Records:

HTA Sec. 318.1(3)	Driver licence disclosure	At time of hire	2 years
HTA Sec. 318.6(1)	Initial driver Abstract	At time of hire	2 years
HTA Sec. 318.6(2)	Annual Driver abstract	At time of hire; every 12 months thereafter	2 years
HTA Sec. 318.6(2)	Annual driver review	Every 12 months	2 years
HTA Sec. 318.1(3)	Driving incident records (includes all accident/conviction tickets, , CVSA inspections, training records/certificates and any disciplinary action taken)	Without delay	2 years
TDG Regulations SOR/2001-286 Sec 6.6	Transportation of Dangerous Goods training certificate (if applicable)	At time of hire or when certified	2 years after expiry
*	Employment application and signed company policy *	At time of hire	Term of employment
*	Written/road test *	At time of hire	Term of employment
*	Accident report *	Without delay	2 years
*	Pictures, notes, statements *	Without delay	2 years

Hours of Service Records: SOR 2005-313 and/or MR 72/2007

Sec .82(1)	Drivers daily logs	Within 20 days	6 months
Sec. 99(1)	Support documents (may include time-stamped fuel receipts, bills of lading and shipping documents, accommodation and meal receipts, toll receipts, permit and other relevant records)	Within 20 days	6 months
Sec. 81(2)	Accurate time records when exempt from completing a daily log	Within 20 days	6 months

Vehicle Records:

HTA Sec. 318.7(3)	Scheduled maintenance	On completion	2 years
HTA Sec. 318.7(3)	Repair/receipts	On completion	2 years
MR 76/94, Sec. 3(5)	Periodic Mandatory Vehicle Inspection (PMVI) certificate	On completion	Current until next inspection
MR 95/2008, Sec. 12(1)	Commercial Vehicle Trip Inspection reports	Within 20 days	6 months
HTA Sec. 318.7(2)	Manufacturer recall notices	Upon notification	2 years
HTA Sec. 318.7(1)	Commercial Vehicle Safety Alliance (CVSA)	On completion	2 years
NSC Standard 11, Part "A" Sec. 1(c)	Vehicles leaving the carrier's control	Upon sale/settlement	6 months

Important Notice: This document is for guidance only. If there is any conflict between this document and the Highway Traffic Act and Regulations, the latter shall apply. Record keeping retention is legislated in MR 119/2014.