

Appendix E: Driver Licence Qualification/Driver File Forms

The sample forms on the following pages may be reproduced and used by carriers and drivers to assist them in their record-keeping requirements for drivers.

Driver File Checklist

Required Documents

- Driver Licence Disclosure (obtained at time of hire)
- Initial Driver Abstract (obtained at time of hire)
- Disclosure of convictions and accidents (two years)
- Annual Driver Abstract (obtained within 12 months of the previous abstract date)
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
- Record of Annual Driver Review (must be completed within 30 days of the driver abstract date)
Date: _____ Date: _____
Date: _____ Date: _____
Date: _____ Date: _____
- Copy of current, valid Dangerous Goods Training Certificate and copies of training materials, statement of experience, or other proof of training
Expiry Date: _____ Expiry Date: _____

Recommended Records

- Application for employment and reference checks
- Written test(s)
- Road test(s)

*** Attach a copy of this checklist to each Driver File.**

Driver Disclosure of Licence

Declaration

Pursuant to Section 318.1(3) of The Highway Traffic Act, I hereby declare that:

- I am not licensed to drive in any jurisdiction other than the one named below.
- I do not hold any driver's licence in any other names.
- My driver's licence is valid and is not suspended.
- I will immediately inform the motor carrier in writing of any convictions or accidents that occur while I am operating any motor vehicle.
- I will immediately inform the motor carrier of any suspensions, restrictions, prohibitions, or cancellation of my driver's licence.

Name: _____ Date: _____

Licence Number: _____

Licence Class: _____ Province: _____

Signature: _____

Requesting a Driver Record (Abstract) from Manitoba Public Insurance

The commercial driver record includes all of the information on a driver record, plus a five-year history of convictions under:

- The Highway Traffic Act and/or The Drivers and Vehicles Act
- The Transportation of Dangerous Goods Act, 1992 (Canada)
- Transportation of Dangerous Goods Regulation
- The Dangerous Goods Handling and Transportation Act
- The Anhydrous Ammonia Handling and Transport Regulation
- Dangerous Goods Handling and Transportation Regulation
- Generator Registration and Carrier Licensing Regulation
- The Manifest Regulation
- Drivers Hours of Service Regulation
- Periodic Mandatory Vehicle Inspection Regulation
- Securement of Vehicle Loads Regulation
- Vehicle Weights and Dimensions on Classes of Highways Regulation
- Commercial Motor Vehicle and Trailer Trip Inspection Regulation
- National Safety Code Hours of Service Suspensions

To download a form or to find an MPI location, visit:

<http://www.mpi.mb.ca/en/DL/DL/Records/Pages/drv-records.aspx>

Driver Disclosure of Convictions and At-Fault Traffic Accidents

I hereby declare that the following is a true and complete list of convictions and accidents required to be reported under the Highway Traffic Act, Sec 318.1(3).

Date	Incident	Location	Type of Vehicle Operated

Driver Name: _____ Date: _____
Driver Signature: _____

I hereby certify that I have not had any convictions (other than parking and mobile or intersection photo enforcement convictions) or accidents required to be reported under the Highway Traffic Act, Sec 318.1(3) that have occurred while operating any motor vehicle in the previous 12 months.

Driver Name: _____ Date: _____
Driver Signature: _____

Annual Review of Driving Record

In accordance with Section 318.6(1) or 318.6(2) of The Highway Traffic Act, I have reviewed the driver record of:

Name: _____

Licence #: _____

Upon review of the driver record (abstract), I find that:

_____ meets the minimum qualifications for safe driving

Driver Name

_____ does not meet the minimum qualifications for safe driving

Driver Name

If the driver does not meet the minimum qualifications, explain why:

Action taken

Reviewed by _____

Name and Title

Date of review _____

Reviewer Signature _____

Driver Signature _____