



Private Motor Truck Council of Canada
Association Canadienne du Camionnage d'Entreprise



SECURITY IN TRUCKING



A CHECKLIST FOR FLEET OPERATORS



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This checklist for fleet security has been compiled by the Private Motor Truck Council of Canada (PMTC) from a variety of sources, and is offered as a free download from the website of the PMTC at www.pmtc.ca.

We wish to thank all the organizations and individuals that offered their advice, ideas and help in compiling this guide, including PMTC members, Marsh Canada, the Royal Canadian Mounted Police, the Federal Motor Carrier Safety Administration, and Calyx Transportation Group.

The Security Checklist can be used by any fleet that wishes to establish a security protocol or that wishes to review its existing security practices.

For ease of use, the Checklist is presented in seven sections that address different physical and personnel related activities that are found in most trucking operations

While comprehensive, the Checklist cannot cover every aspect of operational security and users are encouraged to also consider other sources. Those who wish to add to the Checklist for the benefit of all users can do so by emailing info@pmtc.ca



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CARGO THEFT steals up to \$9 billion a year from companies shipping goods within Canada – an amount that exceeds the entire 12-month retail sales volume of Newfoundland/Labrador, PEI, Yukon and the Northwest Territories combined.

It is among the fastest-growing crimes that are organized and increasingly violent. Brazen, daylight robberies are not unusual anymore and driver injury and hijacking is on the rise. Revenue from the thefts is often used to fund other criminal activities such as drug and gun trafficking and gang activity.

Unfortunately it is difficult to pinpoint the exact number of cargo thefts across Canada as many go unreported and for those that do, some police agencies class them in other categories including break and enter. It's estimated for every cargo theft that's reported, four times as many are not called in to police or insurance.

Cargo theft is a low risk and high reward situation where criminal sentencing is minimal. Many police forces can't afford the dedicated manpower to combat the problem. Criminals are well aware of this situation and can virtually steal anything knowing the chances of getting caught are negligible at best.

To assist fleets in combating this criminal activity the **Private Motor Truck Council of Canada** has compiled this Security Checklist, which is available as a free download from the PMTC website at www.pmtc.ca.



SECURITY IN TRUCKING – A CHECKLIST FOR FLEET OPERATORS

GENERAL PRACTICES

- A loss prevention / security committee is in place to review and monitor all security procedures
- All security related policies and procedures are current and reviewed at least annually
- Security systems and procedures undergo periodic 'tests' by management or 3rd party
- An internal, secure and anonymous "tips" line is in place and promoted to employees
- EVERY** incident of theft or other criminal activity is reported to police
- Thorough checks on all first time business partners customers and load brokers are conducted
- Visitors must sign in and are accompanied at all times while on the premises
- Visitors wear I.D. tags and all tags are accounted for at the end of every day

THE YARD

- Yard is well lit and completely fenced / signed to indicated CCTV monitoring is 24/7
- Yard has CCTV surveillance and tapes are kept for one month minimum
- Fencing includes alarm system that is activated when breached / perimeter fence is checked regularly for breaches or needed repairs
- Yard has motion detector system activated in off-hours
- Yard has a manned security service with view of entire yard at all times
 - At all times
 - During off-hours
- Entry and exit to yard is controlled by a manned security kiosk / gate
 - At all times
 - During working hours only
 - During off-hours only
- Private automobiles are not permitted to park near trucks or trailers

THE BUILDING

- Security service is on hand 24hrs / day and 7 days / week
- Security service is on hand only during non-working hours
- Shipping doors are kept locked in off hours and secured with motion detectors or alarms
- Interior of building, shipping doors, and yard are monitored by security cameras & motion detectors
- Trees or objects that would allow people to gain access over fences have been removed



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TRANSPORTATION EQUIPMENT

- Loaded trailers are always backed up to a shipping door, building, or other trailer
- King pin locks are used on all dropped trailers
- Wheel locks are used
- Trucks are kept locked when parked in the yard and keys are locked inside the building
- Engine kill or other remote vehicle disabling system can be used to shut down power units
- All security related equipment is monitored to ensure it is in working order
- Fuel credit cards have limitations on amount that can be purchased
- Trucks and trailers are not parked at a residence without satisfactory security arrangements
- Distinctive markings that are easy to spot are used on trailers– avoid plain white trailers
- GPS equipment is used on all tractors and trailers and imbedded in the load

ROUTING

- Routes are carefully selected to avoid dangerous or unmonitored areas wherever possible
- Transit times are monitored and drivers must account for significant deviations
- Equipment tracking systems are used on all tractors and trailers
- Significant deviations from planned routes and arrival times are flagged and investigated
- Electronic logs are used and monitored for discrepancies or unusual delays
- Wherever possible freight is kept moving: “At Rest is At Risk”
- Wherever possible carry sufficient fuel to reach destination without stops
- Wherever possible drivers have sufficient hours of work available to make deliveries without stops
- Trailer doors are kept locked and / or sealed, and inspected after every stop on route

SECURITY OF INFORMATION

- Computers are password protected to maintain confidentiality of shipment information and routes
- Transportation personnel are instructed not to discuss customer, shipment, or routing information with outsiders



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TRANSPORTATION PERSONNEL

- Security related policies and procedures are reviewed with transportation staff at least annually
- All transportation personnel undergo extensive background checks during hiring process, including criminal record (Federal and Local Police) and financial / credit status
- Dispatchers / managers are trained to monitor drivers for discontent or changes in behaviour
- Employees wear Company Identification at all times
- Confidential employee information (names, addresses etc) is protected from unauthorized access
- Employee identification, facility access cards or keys are recovered when employment ceases
- All personnel are trained and encouraged to report unauthorized personnel or activity in the yard or building
- Employees are encouraged to report attempts to threaten or bribe them for information on shipments or routes
- Employees are encouraged to report any 'suspicious' activity regardless of where it is noticed
- Drivers are trained to:
 - avoid unsecured locations when parking or dropping equipment
 - watch for unusual activity such as being followed on the road
 - report in to dispatch
 - Hourly
 - Other _____
 - walk around vehicle to look for foreign objects after each stop
 - not to discuss their cargo or routes on open channels or in truck stops
 - stay on designated / planned routes or report deviations immediately
- The company has a "No Riders" policy and it is enforced
- Transportation personnel are subject to drug and alcohol testing
 - Random
 - Post incident
 - On hiring
- Drivers carry communication devices for immediate contact with dispatch
- Wage schedules and working conditions are competitive to discourage participation in theft
- Carriers and drivers from other companies are vetted before picking up freight