GUIDELINES FOR SECURITY IN TRUCKING – A CHECKLIST

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 virtually can steal anything and know 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 a Security Guide Checklist using information from a number of sources. The Checklist is available as a free download from the PMTC website.

The Security Guide Checklist is offered for fleets that wish to establish a security protocol or that wish to review their existing security practices. It represents some of the current best practices of fleet operators along with advice from insurance companies, and guidelines from the C-TPAT program.

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

While comprehensive, the Guide cannot cover every aspect of security and users are encouraged to consider other sources. Those who wish to add to the Guide for the benefit of all users can do so by sending an email to info@pmtc.ca.
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GENERAL PRACTICES

☐ Develop a loss prevention / security committee to review and monitor all security procedures
☐ Consider implementing and promoting an internal “tips” line that is completely anonymous
☐ Report EVERY incident of theft or other criminal activity to police
☐ Conduct thorough checks on all first time business partners and customers, including load brokers if they are used
☐ Consider conducting a 3rd party review of all security procedures and systems

IN THE YARD

☐ Yard is well lit
☐ Yard is completely fenced
☐ Private automobiles are not permitted to park near trucks or trailers
☐ Fencing includes alarm system that is activated when breached
☐ Yard has motion detector system activated in off-hours
☐ Yard has a security service
  ○ At all times ○ During off-hours
☐ Security service or dispatch has a view of the entire yard at all times
☐ Entry and exit is controlled by security kiosk / gate
  ○ At all times ○ During working hours only ○ During off-hours only

THE BUILDING

☐ Security service is on hand 24hrs / day and 7 days / week
☐ Security service is on hand only when during non-working hours
☐ Shipping doors are kept locked in off hours and secured with motion detectors
☐ Interior of building is monitored with motion detectors
☐ Interior, shipping doors, and yard are monitored by security cameras
☐ Remove any trees or objects that would allow people to gain access over fences
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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
☐ Wheel locks are used
☐ Trailer seals are used
☐ Trailer doors are kept locked and / or sealed, and inspected after every on route stop
☐ Trucks are kept locked when parked in the yard and keys are kept locked inside the building
☐ Engine kill or other remote vehicle disabling system can be used to shut down tractors
☐ All security related equipment is monitored to ensure it is in working order
☐ Fuel credit cards have limitations on amount that can be purchased
☐ Do not allow trucks to be parked at a residence without satisfactory security

ROUTING

☐ Routes are carefully selected to avoid dangerous or unmonitored areas wherever possible
☐ Transit times are monitored and drivers must account for significant delays
☐ Equipment tracking systems are used on all tractors and trailers and deviations from planned routes are flagged.
☐ Electronic logs are used and monitored for discrepancies or unusual delays
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TRANSPORTATION PERSONNEL

☐ All security related policies and procedures are current and reviewed at least annually
☐ Security related policies and procedures are reviewed with transportation staff at least annually
☐ All transportation personnel undergo extensive background checks during hiring process
☐ Security systems and procedures undergo periodic ‘tests’ by management or 3rd party
☐ Dispatchers / managers are trained to monitor drivers for discontent or changes in behaviour
☐ Employees wear Company Identification at all times
☐ Employee identification, facility access cards or keys are recovered when employment ceases
☐ All personnel are trained 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
☐ Drivers are trained to:
  o avoid unsecured locations when parking or dropping equipment
  o watch for unusual activity such as being followed on the road
  o report in to dispatch
    ☐ Hourly
    ☐ Other ________________
      o walk around vehicle to look for foreign objects after each stop
      o not to discuss their cargo or route on open channels or in truck stops
      o 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
  o Random       o Post incident       o On hiring
☐ Drivers carry communication devices for immediate contact with dispatch
☐ Wage schedules and working conditions are competitive to discourage participation in theft
☐ Drivers are trained to inspect all equipment for natural or hidden compartments after every stop en route or at customers