



Reporting Guide

This guide is designed to assist you as you complete the Quarterly Trucking Survey. If you need more information, please call the Statistics Canada Help Line at the number below.

Business Survey Section/Central Region, STATISTICS CANADA, toll-free at 1-800-386-1273 or (613) 951-7281 (collect call)

Your answers are confidential.

Statistics Canada is prohibited by law from releasing any information from this survey which would identify a person, business, or organization, without their prior consent. The confidentiality provisions of the *Statistics Act* are not affected by either the *Access to Information Act* or any other legislation. **Therefore, for example, the Canada Revenue Agency cannot access identifiable survey data from Statistics Canada.**

These survey data will only be used for statistical purposes and will be published in an aggregate form only.

Section B: Operating revenue and expenses

1. Operating revenue from trucking:

- **Include** all revenue earned by your business from the transportation of freight by truck.
- **Include** revenue received from services performed by owner operators on behalf of your business.

2. All other operating revenue:

- **Include** all operating revenue from sources other than trucking, such as storage and warehousing, van line commission and insurance, equipment rentals, packaging and crating, etc.
- **Exclude** interest and dividend income.

3. Total operating revenue:

- Add amounts reported in questions 1 and 2 above.

4. Employee salaries, wages and benefits:

- Employees are those workers for whom you will issue a T4 – Statement of Remuneration Paid.
- **Include** vacation pay, bonuses and commissions.
- **Include** the employer portion of employee benefits such as Canada Pension Plan, employment insurance, medical/life insurance, etc.
- **Exclude** payments to owner operators and expenses associated with employment agencies or personnel suppliers (agency drivers).

5. Vehicle fuel expenses:

- **Include** fuel expenses only for vehicles owned or leased by this business.
- **Include** excise taxes.
- **Exclude** expenses for lubricants.

6. All other operating expenses:

- **Include** payments to owner operators and agency drivers (if applicable).
- **Include** expenses such as repairs and maintenance, rental and leasing, utilities, depreciation of assets, insurance, licenses, marketing, etc.
- **Exclude** interest expenses.

7. Total operating expenses:

- Add amounts reported in questions 4, 5 and 6 above.

