

29.0 Drivers Abstract Policy

Topic: Drivers Abstract Policy	Effective Date: December 14, 2010
	Approved by CAO Kevin Nagoya: 
Subject Area: Human Resources	Date of Next Review:
	Date(s) Revised:

Policy Statement:

The City of Cold Lake is required by law and their insurance company to comply with rules and regulations regarding Driver Abstracts for City employees operating City owned vehicles; this includes employees who are required to drive as part of their regular job duties or will travel for company related business. Driver Abstracts shall be used to determine whether an employee has a record of offences which would render them unsuitable for driving privileges.

Managerial Guidelines:

General

- 29.1 City employees are required to provide a completed Drivers Abstract Consent Form to Human Resources (in person or in a confidential envelope).
 - 29.1.1 Upon beginning employment with the City, employees will provide a three (3) year Drivers' Abstract.
 - 29.1.2 Human Resources is responsible for updating the Drivers Abstract on an annual basis.
 - 29.1.3 Employees with licenses issued outside the Province of Alberta must obtain and submit a three (3) year Drivers Abstract from the issuing Province/State.
- 29.2 If an employee whose job requires a valid Drivers Abstract does not comply with this policy, they will be subject to reassignment to other duties for a period of forty-eight (48) hours, or longer if approved by his/her Director.

29.2.1 If an employee fails to provide a valid Drivers Abstract, which confirms s/he holds the relevant valid Alberta Driver's Licence within the time period noted above, that employee may be subject to layoff, leave of absence or removal from his/her position.

29.3 Any employee found operating a motor vehicle illegally will be subject to disciplinary procedures up to and including dismissal.

29.4 Driving history will be considered in competitions that require driving as a part of their duties.

29.5 Employees shall give written notice within fifteen (15) days' to the employer of an accident, violation or conviction. Employees are required to ensure that their licence does not expire.

29.5.1 If as a result of this review an employee's Drivers Abstract is considered to be a hazard or a liability to the employer, the following action may occur:

29.5.2 Suspension of driving privileges with the City's equipment;

29.5.3 Restrictions as to the type of City equipment operated;

29.5.4 Mandatory vehicle operation or hazard avoidance training;

29.5.5 Voluntary hazard avoidance training; and

29.5.6 More severe discipline up to and including termination.

29.7 Drivers' Abstracts will be retained in the Employee' personnel file and destroyed as per the Records' Retention and Destruction Schedule.