

DRIVER'S LICENCE STATUS CHANGE AND SUSPENSION, AND CLEAN DRIVER'S ABSTRACT POLICY

Recruitment and Retention: R&R02-2014

Approved by Council: Sept. 10, 2014, Resolution: 2014.15.16

POLICY STATEMENT

The Municipality of Dutton Dunwich employees who drive employer-owned vehicles must possess a valid Driver's Licence with a class of licence and provide proof of Clean Driver's Abstract upon employment and as requested during employment:

- appropriate to the vehicles being driven; and
- specified by the department.

Employees shall be requested to show proof of a valid driver's licence upon commencement of employment or at any time as requested by the supervisor.

The Municipality reserves the right to verify the driver's licence of an employee with the Ministry of Transportation provided the employee is driving on Municipal business.

The Municipality reserves the right to examine at any time the driving record of an employee whose job function requires them to drive for business with the Municipality.

The Municipality will reimburse employees the costs associated on any driver's records being requested.

Where a clean driver's abstract is a condition of employment the successful candidate is responsible for the cost associated with providing this information.

SCOPE

This policy applies to all municipal employees, including but not limited to regular, temporary and contract employees and to volunteers, students who require a valid driver's licence to perform the duties of their job.

REPORTING CHANGES IN DRIVER'S LICENCE STATUS

An employee who must have a valid driver's licence as a requirement of their job will report any change in the status of their driver's licence which results in the loss and/or suspension of the licence required to do their job.

An employee must report to their Supervisor immediately upon learning of any change in their driver's licence status.

COMPLIANCE

Failure to report any changes in the status of a driver's licence may result in disciplinary action up to and including dismissal.