

Driver's License Abstracts Policy

1.0 Policy Statement

The City of Mount Pearl shall obtain a valid driver's abstract for employees on hire, changing jobs, and where it is deemed appropriate at the discretion of the City. This discretion shall not be exercised in bad faith.

The City requires that all employees who are required to operate vehicles and equipment owned, leased, or rented by the City must hold a valid and appropriate class of driver's license, prior to operating City vehicles and equipment either as a regular or occasional part of their job.

2.0 Scope

This policy applies to all employees, students, volunteers and any others at all locations of the City where there is potential for the individual to operate a municipal vehicle.

3.0 Background

This policy applies to all employees, students, and any other volunteers at all locations of the City where there is potential for the individual to operate a municipal vehicle.

4.0 Purpose

To establish a Policy for the City of Mount Pearl wherein the City shall obtain valid driver's license abstracts from those who drive City vehicles.

5.0 Guidelines

In complying with this policy, employees shall adhere to the following guidelines at all times:

a) Insurability

Employees must be eligible and remain eligible for insurability under City's insurance policy.

b) Valid Driver's License

The Province of Newfoundland and Labrador, under the authority of the *Highway Traffic Act*, requires each person to have a valid driver's license to operate a vehicle. The province of NL can suspend a driver's license for various reasons. The City, as a

responsible Employer, using both private and City owned equipment, requires staff to provide verification of a proper valid license. Therefore, all employees who drive City vehicles (whether owned or rented; or, employees who are required to use their personal vehicle for City purposes), shall at all times be in possession of a valid driver's license with appropriate class.

c) Pre-Hire Driver's License Checks and Offer of Employment

A 'Driver' position is held by an employee whose job function as outlined in the job description requires a valid driver's license specific to the vehicle or equipment operated (e.g., Class 03 with 08 and/or 09 endorsement, Class 5).

The employment offer for any driver position is contingent on a satisfactory Driver's Abstract, which must be provided to Human Resources by the potential employee.

If a potential Driver employee who is required to operate City vehicles and equipment has a suspended license for any reason, the offer of employment shall be rescinded.

d) License Suspension, Downgrade or Cancellation


An employee must report immediately, in writing, to their Supervisor and/or Manager of any suspension, revocation, downgrading or any change in their license status, and/or ability to be insured. Failure to do so will result in discipline, up to and including, discharge.

An employee as part of their employment contract must keep in good standing a valid driver's license. If the employee's license is suspended or revoked and the employee cannot meet the job requirements, the situation will be assessed, and the employee may be terminated.

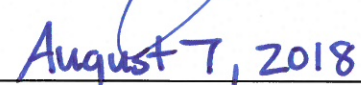
Individual cases will be reviewed by the Chief Administrative Officer, Human Resources and the Employee's Director.

It shall be the responsibility of all employees of the City of Mount Pearl to ensure that they are aware of this policy.

6.0 Approvals



Steve Kent, Chief Administrative Officer



Date