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| Employee Handbook | Authority: Approved by Council | Type: Employee |
| | Effective date: December 12, 2018 | Revised date: December 12, 2018 |
| | Policy No. 300-30 Driver's License, Abstract and Vehicles | |

Town of Lampman No. 34

**Policy No. 300-30 Driver's License,
Abstract and Vehicles**

December 12, 2018

1. Driver's License

- 1.1. Employees of the Town of Lampman who may drive a Town vehicle, drive a personal vehicle for Town business or are in a driving-related position (i.e. there may be times they are required to drive) will at all times maintain a valid drivers' license.
- 1.2. In the event your drivers' license is suspended pursuant to traffic safety laws or other applicable legislation for any reason whatsoever, your employment may be suspended without pay until such time as your drivers' license is fully reinstated, unless otherwise expressly agreed to by the Mayor and Council. After your second offense in five (5) years, your employment may be terminated.
- 1.3. An employee whose drivers' license is suspended for any reason must provide written notice to the Foreman and Administrator immediately following the suspension. The written notice shall include:
 - The effective date of the suspension
 - The length of the suspension
 - Reason for the suspension
- 1.4. Once notified, the Foreman and Administrator will remove the employee from their driving duties and will notify the Council immediately. Each case will be reviewed to determine the appropriate action.
- 1.5. Failure to report a suspended license is grounds for disciplinary action, up to and including termination of employment.

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2. Driver's Abstract

- 2.1.** All employees who may drive a company vehicle, drive a personal vehicle for company business and/or are in a driving-related position, will be required to provide a copy of their drivers abstract, or provide the Town of Lampman and / or the Town's designated insurance company, with permission to access their drivers abstract:
- Prior to their hire date;
 - When they take on a position that requires regular driving;
 - Annually on October 1st
 - When requested

- 2.2.** The Town will review motor vehicle records for all employees and applicants, and make a determination as to a drivers' status according to the classifications below:

Immaculate – Abstract review does not indicate any traffic violations (see below for the definitions of minor and major traffic violations), criminal offences, or accidents (regardless of fault) within the last 24 months, and no more than one minor traffic violation and/or accident (regardless of fault); and no major traffic violations or criminal offences in the past 5 years.

Satisfactory – Abstract review indicates more than one minor traffic violation or accident (regardless of fault) and no major traffic violations or criminal offences in the past 24 months, and no more than three minor traffic violation and/or accident (regardless of fault); and no major traffic violations or criminal offences in the past 5 years.

Probationary – Abstract review indicates driving violations exceed the "Satisfactory" limit as shown above or includes:

- Any major traffic violations or criminal offenses convicted within the past 5 years. Four or more traffic violations and/or accidents (regardless of fault) convicted within the past five years.
- Suspended or revoked license within the last 5 years.
- Any violations involving drugs, alcohol, controlled substances, etc. convicted within the past 5 years.

Unacceptable - An applicant for employment will not be hired if his or her driving record reflects any of the following infractions: (examples include but are not limited to):

- Any major traffic violations or criminal offenses convicted within the past 24 months.
- Suspended or revoked license.

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- Any violations involving drugs, alcohol, controlled substances, etc. within the past 24 months.
- Operating a motor vehicle during a period of suspension or revocation
- Racing.

2.3. Any violations during an employee's probationary period may result in termination of employment or other disciplinary action; at the discretion of Council.

2.4. The Town of Lampman expects all drivers to drive in accordance with the law and to maintain vehicle licensing and mandatory safety checks as required by jurisdictional laws. Any status changes to an employee's driving record shall be immediately reported to the Foreman or Administrator.

2.5. Drivers shall not operate equipment which is not in compliance with the law. Seat belts must be worn by everyone in the vehicle.

3. Traffic Violations

3.1. Employees are expected to abide by all Provincial and Federal traffic legislation. Drivers are personally responsible to pay fines for any tickets received while using a company vehicle or piece of equipment.

Document Revision History:

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