

Purpose:

- 1 To limit risk of liability to The City relating to the operation of City owned or leased vehicles.
- 2 To ensure employees operating City owned or leased vehicles, or personal vehicles for City business, possess a valid Alberta Operator's License and an acceptable driving record, as determined by The City.
- 3 To ensure driver records are available for Alberta Transportation National Safety Code Audits.

Policy Statement(s):

- 4 Driver Records:
 - (1) For any position requiring the individual to operate City owned or leased vehicles or personal vehicles for more than eight thousand (8000) kilometres per year for City business, The City maintains individual files containing at least the following information:
 - (a) The driver's completed application form for employment with The City;
 - (b) The driver's employment history for the three years immediately preceding the time the driver started working for The City;
 - (c) A copy of the driver's abstract in a form satisfactory to the Registrar when the driver is first hired or employed, dated within 30 days of the date of employment or hire;
 - (d) Annual updated copies of the driver's abstract in a form satisfactory to the Registrar;
 - (e) A record of the driver's convictions of safety laws in the current year and in each of the 4 preceding years;
 - (f) A record of any administrative penalty imposed on the driver under safety laws;
 - (g) A record of all collisions involving a motor vehicle operated by the driver that are required to be reported to a peace officer under an enactment of Alberta or a jurisdiction outside Alberta;
 - (h) A record of all training undertaken by a driver related to the operation of a commercial vehicle and compliance with safety laws;
 - (i) A copy of any training certificate issued to the driver, in electronic or paper form, for the period starting on the date the training certificate is issued and continuing until 2 years after it expires, in accordance Part 6.6 of the Transportation of Dangerous Goods Regulation under the Transportation of Dangerous Goods Act, 1992; and
 - (j) For all Class 1, 2 or 4 licences and Class 3 or 5 with a licence endorsement code "C" requiring periodic medical, a current medical certificate or a copy of a valid driver's licence and/or a copy of a current driver's abstract in lieu of a current medical certificate.
 - (k) Driver's Abstracts will either be provided directly by the individual or via written consent from the individual to enable The City to obtain it.
 - (l) Driver's Abstracts may be checked as necessary by Human Resources as a condition of employment.

5 Driver Record Retention:

- (1) The records in the employee's file will be retained at Human Resources for at least five years from the date they are created, established, or received (unless otherwise specified by legislation) and will be made available for inspection by a peace officer during The City's regular business hours.

References / Links:

- 1 2016-CA Driver Education & Training
- 2 2020-CA Vehicle & Equipment Operation

Scope/ Application:

- 1 This policy applies to all employees who are required to operate City owned or leased vehicles, or personal vehicles for more than eight thousand (8000) kilometres per year for City business.

Authority/Responsibility to Implement:

- 1 Human Resources Manager

Inquiries/Contact Person:

- 1 HR Team Leader – Wellness & Safety

Policy Monitoring and Evaluation:

- 1 The policy will be reviewed for effectiveness every three years.

Document History:

Date:	Approved/Reviewed By:	Title:
Approved: February 10, 1992		
Revised: January 2001	"Grant Howell"	Personnel Manager
Revised: July 11, 2009	"Craig Curtis"	City Manager
Reviewed: April 10, 2012	"Marge Wray"	Human Resources Manager
Revised: September 22, 2012	"Craig Curtis"	City Manager
Revised: May 5, 2014	"Craig Curtis"	City Manager
Revised: June 11, 2014	"Craig Curtis"	City Manager