

Title: Driver's Abstract Policy**Resolution: 076-2011, 003-2017****Revised:****Jan 9, 2017****Special Notes/Cross Reference:****Next Review Date:****POLICY STATEMENT**

The Town of Westlock is committed to ensuring the safety of its employees and the public.

PURPOSE

To prevent motor vehicle accidents and reduce injuries and economic loss by assuring those who drive for the Town of Westlock are qualified and responsible drivers. This policy shall apply to those Employees who are required as part of their duties to operate Town owned, rented or leased motorized vehicles and equipment.

DEFINITIONS

Driver's Abstract - a document that provides the current status of an operator's licence and lists conviction information, any applicable demerit points and suspensions. A driver's abstract is neither the confirmation of the individual's driving experience nor the confirmation of the date first licensed. Driver abstracts can be issued for a 3, 5 or 10-year period.

Employee – shall mean;

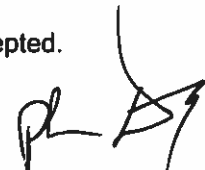
- Employees of the Town of Westlock, under all employee groups and classifications;
- Volunteers

GUIDELINES / PROCEDURES / RESPONSIBILITIES**1.0 Completing, submitting and fees for a Driver's Abstract for Current Employees**

- 1.1 Current Employees shall be required to provide on an annual basis, a Driver's Abstract issued for a 5-year period. Department Heads shall be responsible to ensure that each Employee who is required to submit a Release of Information/Consent Form permitting the Town to request a Driver's Abstract on their behalf, is completed by April 1 of each year.
- 1.2 A list of Employees shall be provided to Motor Vehicle Registration Division - Service Alberta, requesting the driving abstracts for all individuals listed, be submitted to payroll.
- 1.3 The associated costs for Employees shall be covered by the Town, and payment shall be submitted directly by the Town to Motor Vehicle Registration.
- 1.4 Any individual who takes a leave of absence for more than six months from his position with the Town may be required to provide a Driver's Abstract upon return.

2.0 Candidates for Employment

- 2.1 Job postings shall indicate that where applicable the Driver's Licence Class Specification and the provision of a Driver's Abstract is a condition of employment with the Town of Westlock.
- 2.2 Probationary or graduated driver licenses will not be accepted.



- 2.3 Successful candidates for positions of employment with the Town shall be responsible for the cost of obtaining a Driver's Abstract, unless otherwise advised by the Town.
- 2.4 A Driver's Abstract must be submitted to the Town prior to an individual commencing employment with the Town. The Chief Administrative Officer (CAO) in consultation with the Department Head shall make a final determination concerning the suitability of a potential employee and either:
- a) Offer employment with or without conditions, or
 - b) Decline to offer employment

4.0 Information Management – Driver's Abstracts


- 4.1 Driver's Abstracts shall be maintained at the Town of Westlock Administration Office, in accordance with policies and procedures developed by the Town of Westlock.

5.0 Adjudication

- 5.1 Where information is received on a current Employee's Driver's Abstract of a charge or conviction, the Department Head shall review and consider the information but not limited to the following factors:
- a) The length of time since the offense was committed.
 - b) Whether the offence was committed while the individual was employed with the Town of Westlock.
 - c) The relevance of the charge(s)/conviction(s) to the employment position, and the risk posed to employees and the public.
 - d) The rehabilitative actions or other efforts undertaken by the individual.

The Department Head in consultation with the Chief Administrative Officer shall determine the next course of action which may include:

- Compulsory Driver Training courses or other courses as required
- Suspension of driving privileges
- Termination of employment


Ralph Leiger, Mayor


Dean Krause, Chief Administrative Officer