



Non-Commercial Drivers

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Approved by: Jim Toye, City Manager

Signature:  **Procedure No:** 21.2

Effective: March 22, 2019 **Replaces:** N/A

1. Out-of-Scope and Unionized employees will sign an authorization form, indicating they understand their requirements and to permit the City to submit required information to the insurance provider to ensure insurability.
2. Out-of-Scope and Unionized employees must ensure the most current copy of their driver's licence is on file, by providing Human Resources with a copy of their driver's licence every time it is renewed or otherwise amended.
3. Human Resources will track licencing in conjunction with the Fleet Manager and Coordinator Health Safety and Environment and will submit the required information annually to the insurance company.
4. The Fleet Manager will email Out-of-Scope Managers with employees prior to licence expiry to remind them that a valid licence will be required prior to expiry. Employees whose licence expires while on lay off/leave will be required to supply a copy of driver's licence on their first day back to work.
5. Out-of-Scope and Unionized employees who fail to provide Human Resources with a valid copy of their most current driver's licence or who fail to notify their supervisor of their licence becoming invalid, void, suspended or fail to provide other legally required notifications will be subject to disciplinary action, up to and including termination.