



Driver Licencing & Notifications

Prepared by: Gordon Hood, Coordinator Health Safety and Environment

Approved by: Jim Toye, City Manager

Signature:  **Policy No:** 21

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

Policy:

1. That all Out-of-Scope and Unionized employees who operate City vehicles, including commercial vehicles, and personal vehicles for work purposes, have a valid driver's licence and operate only those vehicles that are allowed by their current licence class, endorsements, or restrictions.
2. That Out-of-Scope and Unionized employees notify their immediate supervisor if their licence becomes invalid, void, suspended, or if they receive a written warning which impacts licencing.
3. Out-of-Scope and Unionized employees must ensure that the most current copy of their drivers licence is on file, by providing Human Resources with a copy of their driver's licence every time it is renewed or otherwise updated (i.e. change of class, adding endorsements, etc.)
4. In addition to SGI's notification, the City will notify employees by emailing managers, to remind their employee of their requirement to renew their licences and to provide Human Resources with a current copy of the licence by the end of the month that it expires. Seasonal or casual employees or staff on leave for periods of time will be notified upon rehire/return. The City recognizes that driver's licences can be renewed for up to a five (5) year period and that permanent licences are not available at the time of renewal. The City of Prince Albert will accept temporary licences until the permanent licence is received.
5. Possessing a valid driver's licence is a requisite of employment for position which require the operation of City vehicles; therefore, Out-of-Scope and Unionized employees who hold these positions and refuse to comply with this requirement will not be permitted to operate City vehicles or powered mobile equipment, including commercial vehicles or personal vehicles for work purposes and could result in disciplinary action up to and including termination.

Purpose:

To ensure all Out-of-Scope and Unionized employees operating vehicles or powered mobile equipment as part of their work duties maintain valid driver's licence, to ensure the City is compliant with legislative and insurance requirements. Every time an employee operates a City vehicle without a valid driver's licence, it voids the City's insurance and puts additional liability onto the City.

Scope:

This Policy applies to all Out-of-Scope and Unionized City of Prince Albert employees who operate City vehicles and personal vehicles for work purposes. Violation of this Policy will be considered a serious offense and may result in discipline up to and including termination of employment.

Responsibility:

Supervisors/Managers and the Fleet Manager in conjunction with Coordinator Health Safety and Environment are expected to enforce this Policy without exception.

Definitions:

1. Vehicle: A machine in, on, or by which a person or thing may be transported which is under 5,000 kg including any attachments. All Fire apparatus/vehicles fall within this definition.
2. Commercial Vehicle: Vehicle including attached trailers, that are in excess of 5,000kg (11,023 lbs) at any time as well as buses with a seating capacity of ten (10) or more. All Fire apparatus/vehicles are excluded from this definition.
3. Powered Mobile Equipment: A self-propelled machine or a combination of machines, including a prime mover, that is designed to manipulate or move materials or to provide a work platform for workers.

References and Related Statements of Policy and Procedure:

- The Saskatchewan Employment Act
- The Criminal Code
- The Highways and Transportation Act
- The Highway Traffic Act
- The Motor Carrier Act
- The Motor Vehicle Transport Act 1987 (Canada)
- The Vehicle Administration Act
- The Commercial Carrier Record Keeping and Commercial Driver Reporting Regulations