



County of Forty Mile No. 8 Policy Handbook

EFFECTIVE: SEPTEMBER 27, 2006 **SECTION:** 32 **NO.** 9
APPROVED BY: COUNTY/ MUNICIPAL **SUBJECT:** DRIVERS ABSTRACT/
COMMITTEE DRIVERS LICENCE
REVIEW DATE: May 18, 1993; Res. No.
294/93
OCTOBER 10, 2018

Res. No. 414/18

Policy Statement

The purpose of this Policy is to establish responsibilities pertaining to the operation of County vehicles and equipment.

- 1) All County Employees who are required to operate a County vehicle or motorized propelled equipment must have a valid driver's licence.
- 2) All Employees whose position requires them to operate a County vehicle are required to sign a release form authorizing the County to obtain annually, a driver's abstract, and a copy of their licence before June 1st of each year. The cost of the driver's abstract will be paid by the County.
- 3) It is the responsibility of the employee to advise their Supervisor immediately if their driver's licence is revoked or suspended. Failure to do so will result in immediate dismissal.
- 4) It is the responsibility of the employee to advise their Supervisor immediately of any changes to their driver's licence status (eg. Suspensions/Medical Requirements/Conditions).

The Public Works Supervisors will also periodically inspect the Employee's driver's licence.

This Policy is to conform with the National Safety Code Regulations and to ensure that Employees driving County equipment are properly licenced.