



Commercial Drivers

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Approved by: Jim Toye, City Manager

Signature:  **Procedure No:** 21.1

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 pull their driver abstract annually from SGI and submit required information to the insurance provider to ensure insurability. Driver abstracts must be retained on file for a minimum of five years.
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. Out-of-Scope and Unionized employees must ensure the most current SGI driver medical confirmation form is on file, by providing Human Resources with a copy of the confirmation every time the medical is updated and provided to SGI. Medical confirmation must be retained on file for five years.
4. Human Resources will track licencing and medicals in conjunction with the Fleet Manager and Coordinator Health Safety and Environment and will submit the required information annually to the insurance company.
5. 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.
6. In addition to providing medical confirmation and driver's licences, Commercial Drivers are also required to provide copies of any inspections of the City vehicle by a peace officer or convictions under the following legislation:
 - a. The Alcohol Control Act;
 - b. The Animal Products Act;
 - c. The Criminal Code;
 - d. The Dangerous Goods Transportation Act;
 - e. The Highways and Transportation Act;
 - f. The Highway Traffic Act;
 - g. The Motor Carrier Act;
 - h. The Motor Vehicle Transport Act 1987 (Canada);
 - i. The Vehicle Administration Act;

- j. Any regulations made pursuant to any of the above listed Acts;
 - k. Any enactment of any jurisdiction in North America, including a regulation or bylaw, that deals with motor vehicle and road safety other than a bylaw related to parking; and,
 - l. In addition, drivers of this size of registered vehicle must also provide copies of written warnings for any of the legislation mentioned in clause a-k, received when operating City vehicles.
7. All records as listed in point 6 are to be provided to the Fleet Manager and retained on file for a minimum of five years.
8. 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.