



POLICY	DRIVER QUALIFICATIONS AND TRAINING FOR AGENCY VEHICLES
SECTION	ADMINISTRATIVE STANDARDS
ESTABLISHED LAST REVISED	October 2003 April 2011

POLICY

Employees must provide a driver's abstract from the Ontario Ministry of Transportation and pass the required training and road assessment if their position requires them to drive clients in agency owned or rented vehicles.

PROCEDURE

1. Driver's abstract costs will be absorbed by the agency.
2. The manager, human resources will review the record for the following information:
 - Following too closely
 - Drunk driving
 - Speeding over 30 km/hr
 - Any other major convictions such as careless or dangerous driving
 - More than three minor charges
3. If any information in number 2 is listed on the driver's abstract the employee will not be permitted to drive agency owned or rented vehicles until the agency's insurance broker has made a determination regarding the employee's suitability to drive agency vehicles.
4. Completed driver's abstracts will be stored in the employee's personnel file.
5. If driving is an essential responsibility of the position, employees will be required to complete a new driver's abstract annually at the time of their employee review.

6. It is the responsibility of the employee to report to their supervisor if their driver's licence is revoked at any time subsequent to providing their driver's abstract.
7. All employees must be 25 years of age or older to operate an agency owned or rented vehicle.
8. Before operating an agency vehicle, employees must show competency by successfully completing a road assessment with a professional external training provider secured by the agency. They must also attend and successfully complete the next available mandatory classroom training course before driving an agency vehicle.
9. Employee skills will be kept current by successfully completing the classroom session and road assessment every two years.
10. If an employee is not successful in either the classroom session or the road assessment they will not operate an agency owned or rented vehicle until they complete the training successfully.
11. Proof of employee participation and competency in driver training will be kept in the employees personnel file.
12. Employees are not to transport clients at any time in a privately owned vehicle.