

Passed By Council on:07/23/2001

Purpose

Many City employees are required to have a valid driver's licence to perform their duties. This policy outlines the terms and conditions that will apply in the event that an employee's driver's licence is suspended.

Policy Statement

SCOPE

This policy applies to all employees who require a valid driver's licence in order to perform their job duties.

POLICY STATEMENT

i) An employee whose driver's licence is suspended for any reason must provide written notice to his/her supervisor immediately following the suspension. The written notice shall include:

- The effective date of the suspension
- The length of the suspension (if available)
- Reason for the suspension (optional)

Failure to report a suspended licence may result in disciplinary action up to and including termination of employment.

ii) The supervisor will remove the employee from his/her driving duties immediately. The supervisor will notify the Manager of the Division and the Human Resources Division, HR Advisor. Each case will be reviewed to determine the appropriate action.

If an employee is a union member and is removed from his/her position due to a suspended licence, he/she may continue to pay union dues and maintain seniority during this time.

iii) Car Allowance: No car allowance shall be paid to an employee while his/her driver's licence is suspended. Where applicable, these payments will be discontinued effective the date of the suspension.

iv) Reinstatement of Licence: When an employee's driver's licence has been reinstated, he/she shall notify the Human Resources Division, HR Advisor and must provide the following:

- Current Driver's Abstract
- Copy of his/her Driver's Licence

If the employee was removed from his/her position as a result of a suspended licence, the HR Advisor will consult with the Department to review the employee's return to work options.

v) Accommodation: In the event that an employee's driver's licence is suspended due to medical reasons, the City will refer the employee to an Occupational Health Nurse for appropriate medical assessment. Based on the outcome of the assessment, the HR Advisor, employee, employee's supervisor and union rep (if applicable) will review opportunities for accommodation to alternate duties/positions in accordance with the City's Disability Management Policy.

Application

Responsibilities

Department of Human Resources.

Definition**References/Appendix****Monitoring and Contravention****Approvals**

Finance and Administration Standing Committee report - July 13, 2001; Regular Meeting of Council - July 23, 2001. Finance and Administration Standing Committee report - October 14, 2014; Regular Meeting of Council October 20, 2014.

Review Period

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