

TOWN OF THREE RIVERS

**Driver's Abstracts, Valid Driver's License And Satisfactory Insurance Coverage For Operation Of Personal Vehicle**

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**Purpose**

Ensuring employees have a valid driver's license, valid up to date personal automobile insurance and up to date driver's abstract are part of a prudent and consistent approach to the Town of Three Rivers employment process which helps:

- maintain public confidence in the public service;
- ensure the safety of our employees, residents, visitors and stakeholders.

**Policy**

The Town of Three Rivers protects the public interest in the delivery of public services by requiring that all employees who drive or operate Town owned vehicles and/or equipment will provide an up-to-date valid driver's license and, driver's abstract that meets the conditions of the Town's insurance policy.

New hires must submit this information prior to initial employment.

Satisfactory driver's abstract checks and valid driver's license of the appropriate classification shall be required of employees at least yearly.

Furthermore, employees are required to report charges or convictions as soon as reasonably possible, regardless of when they occur. Charges under the Highway Traffic Act or Criminal Code that directly impact the Town of Three Rivers' vehicle and property insurance coverage may result in that person not being permitted to operate or drive Town vehicles and/or equipment and discipline up to and including discharge may result.

**Positions requiring satisfactory personal insurance, valid Driver's License and Driver's Abstract**

Any person who operates their own vehicle while travelling on Town business (going from job site to job site or for business trips) must confirm they have, at minimum (\$1,000,000) one million dollars of insurance coverage.

All positions that require a valid driver's license to operate or drive Town vehicles or equipment must be provided to the Town prior to commencement of work.

All positions being filled that require a current and satisfactory driver's abstract must be provided prior to commencement of work.

A current employee in a position previously designated as not requiring a driver's abstract will be required to submit a driver's abstract upon request.

If an employee applies to a different position; or is being considered for a transfer or demotion; or if new job duties are assigned; or their position is reclassified and it requires the operation of the Town's vehicles and/or equipment, that employee will be required to submit a valid driver's license for the reclassified position and a satisfactory driver's abstract prior to offer and appointment, assignment or reclassification.

### **Types of appointments, placements and roles requiring a valid Driver's License and Driver's Abstract**

The following types of appointments, placements and roles require a valid driver's license and driver's abstract:

- Permanent full-time;
- Permanent part-time;
- Non-permanent;
- Temporary, casual, EDA and seasonal;
- Term;
- Students (including practicum students).

### **Driver's Abstract New Hire**

Individuals not currently employed by the Town of Three Rivers must submit a satisfactory driver's abstract and provide proof of possessing a valid driver's license before offer of and appointment to a position.

A driver's abstract consists of a driver's history check performed by the Province of Prince Edward Island Department of Highways utilizing their records in conjunction with other provinces.

The driver's abstract will indicate whether a poor driving history may exist. If the driver's abstract indicates a poor driving history or charges under the Highway Traffic Act that directly impacts the Town of Three Rivers' vehicle and property insurance coverage, that person will not be hired.

## **Satisfactory Driver's Abstract**

A satisfactory Driver's Abstract is:

- an indication from the Department of Highways that no violations or charges exist or;
- an indication from the Department of Highways that violations/charges do exist and has been assessed and determined by the Town of Three Rivers, in consultation with others as required, to be of such a historic nature to not be relevant or not relevant to the position.

## **Assessing relevance of convictions or charges identified on the Driver's Abstract**

In assessing the relevance of criminal convictions or charges identified on the driver's abstract prior to appointment, the Town of Three Rivers, in consultation with others as required will consider the following factors:

- the relationship of the offence(s) to the level and nature of the position assignment;
- the number and nature of the charges/convictions;
- when the offence(s) occurred; and
- what the person has done in the intervening period.

The Town of Three Rivers will not change the employment status or refuse to employ a current employee because they have been charged with, or convicted of, an offence of a type which does not pose a risk to the Town provided other employment is available.

## **Assessing relevance of charges and/or convictions subsequent to appointment**

As soon as an employee becomes aware that they are charged with an offence under:

- the Criminal Code of Canada;
- and/or any provincial statutes or traffic law;

they shall report such charge, as soon as reasonably possible, to Town of Three Rivers management through the normal chain of command. Further, if an employee is convicted of an offence at any time, the employee is required to report such conviction, as soon as reasonably possible, to Town of Three Rivers management through the normal chain of command who will work with the CAO, to review the details and assess the relevance of the conviction.

Failure to report the charge or conviction as soon as reasonably possible may result in disciplinary action up to and including dismissal.

In assessing the relevance of charges, the department manager is responsible for prompt investigation of the circumstances of the alleged misconduct by an employee to determine the appropriate response that balances the interests of the employee and the interests of the Town of Three Rivers, pending the outcome of court proceedings. This investigation will be done with on-going consultation with the CAO and others as required.

The absence of legal culpability regarding the alleged misconduct does not eliminate the Town's obligation to investigate and/or address it.

### **Payment for Driver's Abstract**

- External applicants pay for their own driver's abstract;
- Current employees without driver's abstract who are moving to another position as a result of employer-initiated action such as reassignment, reclassification, involuntary transfer or demotion will have their driver's abstract paid for by the Town.

### **Application**

This policy applies to all workplaces of the Town of Three Rivers and all employees of the Town of Three Rivers, volunteers working on behalf of the Town of Three Rivers, and Municipal appointed board members.