



Draft

Driver Abstract Policy

1. PURPOSE

- 1.1 Employees of the Municipality of the District of Barrington who operate a motor vehicle as part of their regular job duties will be required to grant permission to the Municipality to obtain a copy of their Driver Abstract. This measure has been adopted to ensure the health and safety of our employees and the public at large, and to protect the property and best interests of the Municipality.

2.0 DEFINITIONS

- 2.1 Driver Abstract - a 3-year record of a driver - includes information such as a driver's name, license number, class, expiry date, conditions/restrictions, and/or status information.

3.0 GUIDELINES

- 3.1 The Municipality of the District of Barrington requires all employees who, for their position, are required to operate a motor vehicle, to grant permission to the Municipality to obtain a copy of their Driver Abstract through Service Nova Scotia. Driver Abstracts are valid for 3 years, upon which employees of the Municipality of the District of Barrington will be required to grant permission to the Municipality once again to obtain a new one. Eligibility to drive a municipal vehicle is dependent on the Municipality's review of the Driver Abstract.
- 3.2 The Municipality of the District of Barrington has the right to ensure the safety of its employees and the public at large; if the Municipality receives a Driver Abstract that raises concerns with respect to the person's ability to operate a municipal vehicle in a manner that will ensure the safety of the Municipality's employees and the public at large, the Municipality may revoke the employee's use of any municipal vehicles.

- 3.3 In the event that an employee's position is dependent on driving a motor vehicle, and the Driver Abstract obtained raises serious concerns with respect to the person's ability to operate a motor vehicle in a manner that will ensure the safety of the Municipality's employees and the public at large, the employee may be subject to disciplinary action up to and including termination of employment. The CAO will review all such cases to determine what action is appropriate in the circumstances.

ACKNOWLEDGEMENT AND AGREEMENT

I, (_____), acknowledge that I have read and understand the Driver Abstract Policy of the Municipality of the District of Barrington. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the terms of this policy, I may be subject to disciplinary action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____