

DRIVING RECORD POLICY

Subject: Driving Record

Ref: Personnel

Code: 18

Approved: April 26, 2022 Motion No: 187/26/04/22 Replaces: 1283/22/02/16

The County of Northern Lights
desires that all County owned motorized vehicles and
equipment are operated in a safe and effective manner.

The County of Northern Lights
proposes to achieve this by, upon reviewing an
employment application, the appropriate County
Executive team member will review potential
employee and volunteer fire fighter's driver's abstracts
and determine their eligibility to operate County owned
vehicles and equipment.

Signed: 
Chief Elected Official

Signed: 
Chief Administrative Officer

PROCEDURE:

1. Applicants with demerit points in excess of 10 or any license suspension may not be allowed to operate County vehicles or equipment.
2. In the case of a volunteer fire fighter, the appropriate fire chief will be advised of the County's non-acceptance of the member.
3. As per the Hiring Policy, employees and volunteer fire fighters are required to provide a drivers abstract. The County will request drivers' abstracts for all employees and volunteer fire fighters operating County vehicles and equipment every two years.
4. If during their term of employment, the County becomes aware that an employee's driving record has changed, the appropriate executive team member may recommend to the CAO that the employee or volunteer fire fighters eligibility to operate County owned equipment and vehicles be denied.
5. If driving privileges are removed, it may be determined by the CAO that the employee is no longer eligible to work for the County and the employee may be laid off until the demerits on their driver's abstract are reduced to an appropriate level or terminated from employment with the County.