

<b>MUNICIPALITY OF THE DISTRICT OF ARGYLE</b> <b>POLICY AND ADMINISTRATION MANUAL</b>	<b>REFERENCE NUMBER</b> _____
<b>SECTION</b> <b>ADMINISTRATION</b>	<b>SUBJECT</b> <b>DRIVER ABSTRACT</b> <b>POLICY</b>

## 1. PURPOSE

**1.1.** Municipality of Argyle requires that employees who drive a vehicle as part of the essential duties of their job submit a driver abstract. Driver abstracts contain information such as name, address, date of birth, height, weight, sex, MVID number, operator licence number, issue and expiration dates, class, current demerit points, and a list of violations. The driver abstract will be used to assess the suitability of the individual for the position with regards to the individual's ability to legally and safely operate a motor vehicle. This policy provides guidelines for the collection and use of driver abstracts for employment-related purposes, as well as Municipality of Argyle's responsibility for protecting the confidential employee information contained in driver abstracts.

## 2. DEFINITIONS

**2.1.** Driver Abstract - a 5-year record of a driver - includes information such as a driver's name, licence number, class, expiry date, conditions/restrictions, and/or status information.

## 3. GUIDELINES

Municipality of Argyle requires all employees who, for their position, are required to operate a motor vehicle to obtain a Driver Abstract through Service Nova Scotia. Driver Abstracts are valid for 5 years, upon which employees of Municipality of Argyle will be required to obtain a new one. Eligibility to drive a company vehicle is dependent on the adequate results of the Driver Abstract obtained by employee. Employees may be required to provide additional proof of their legal certification to drive (e.g., a valid driver's licence) in addition to a driver abstract.

Any employee who has a driver's license revoked or suspended shall immediately notify the Director of Public Works and discontinue operation of the company vehicle. Failure to do so may result in disciplinary action including dismissal.

Municipality of Argyle has the right to ensure the safety of its employees and the public at large; if an employee receives an inadequate driver abstract, Municipality of Argyle has the right to revoke the employee's use of any company vehicles.

In the event that an employee's position is dependent on driving a motor vehicle, and the Driver Abstract obtained is severely inadequate, Municipality of Argyle has the right to revoke employment of the employee. Management will review all cases on a situational basis to determine the outcome of employment for the employee with Municipality of Argyle.

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To order a Driver Abstract, you will need:

- Your Nova Scotia Driver's License Master Number or your name and address;
- A valid credit card (Visa, MasterCard, American Express)

#### **4. CONFIDENTIALITY**

The Municipality of Argyle will take appropriate measures to ensure that the information contained in driver abstracts remains confidential and is not disclosed to any unauthorized parties.

Driver abstracts shall be placed in the employee's confidential personnel file and may be viewed by the employee upon request.

The Municipality of Argyle will not make any copies, duplicates, or transmit any of the information contained in an employee's driver abstract in any manner, without the prior permission of the employee, unless required by law.

#### **5. ACKNOWLEDGEMENT AND AGREEMENT**

I, (Employee Name), acknowledge that I have read and understand the Driver Abstract Policy of Municipality of Argyle. As a driver of a company vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. 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: \_\_\_\_\_

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Witness: \_\_\_\_\_

Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members  
Of Intent to Consider [7 days minimum]:

Date of Passage of Current Policy:

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date