

Section: General Government & Administrative Services
- Human Resources

Authority: Chief Administrative Officer

Statement

The Municipal District of Bonnyville (M.D.) is committed to having a safe work environment for its workers and the general public.

Purpose

The M.D. requires all employees who operate M.D. owned or personal vehicles for work purposes to sign a Driver Abstract Consent authorizing the M.D. to obtain a current driver abstract on their behalf. 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.

Definitions

For the purposes of this policy:

- (1) A "driver abstract" is a summary of the information from an individual's driving record, including:
 - (a) driver information (name, address, licence number and issue date, etc.)
 - (b) driver's appearance (height, weight, sex, etc.)
 - (c) current status of the driver's licence
 - (d) conviction information
 - (e) demerit points
 - (f) suspensions.

The driver abstract does not show the individual's driving experience or the date first licensed.

Policy

- (1) Upon hire all full time/part-time permanent employees shall sign a consent form authorizing the M.D. to obtain a current driver abstract and subsequently every third year of consecutive employment.
- (2) All seasonal/contract employees shall sign a consent form authorizing the M.D. to obtain a current driver abstract each season after an offer of employment has been issued.
- (3) The M.D. will incur the costs associated with this driver abstract employment requirement.
- (4) Driver abstracts will be used solely for determining the suitability of employees for their assigned positions with regards to their ability to operate a motor vehicle legally and safely.

- (5) Employees may be required to provide additional proof of their legal certification to drive (e.g., a valid driver's license for the province of Alberta) in addition to a driver abstract.
- (6) The M.D. will ensure that no discriminatory employment practices result from the information collected from a driver abstract or driver's licence provided by an employee based on protected grounds under the Alberta Human Rights Act including, age, gender, race, colour, and disability.
- (7) All questions regarding driver abstracts, including their collection or use, shall be directed to the employee's direct report.
- (8) All municipal employees must agree to this Driver Abstract Policy and sign the Employee Driver Abstract Statement (see Attachment A) to confirm their awareness and acceptance of the policy and any associated procedures.

Confidentiality

- (1) The M.D. will take appropriate measures to ensure that the information contained in driver abstracts remains confidential and is not disclosed to any unauthorized parties.
- (2) Driver abstracts shall be placed in the employee's confidential personnel file and may be viewed by the employee upon request.
- (3) The M.D. 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.

Review Period

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Related Documentation: (plans, bylaws, policies, procedures, etc.)	Attachment A: Employee Driver Abstract Statement
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Employee Driver Abstract Statement

Statement

The Municipal District of Bonnyville (M.D.) requires that all employees sign a Driver Abstract Consent authorizing the M.D. to obtain a current driver abstract. A driver abstract contains information such as name, address, date of birth, height, weight, sex, MVID number, operator license 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 statement provides guidelines for the collection and use of driver abstracts for employment-related purposes, and the M.D.'s responsibility for protecting the confidential employee information contained in a driver abstract.

Collection and Use

- (1) Upon hire all full time/part-time permanent employees shall sign a consent form authorizing the M.D. to obtain a current driver abstract and subsequently every third year of consecutive employment.
- (2) All seasonal/contract employees shall sign a consent form authorizing the M.D. to obtain a current driver abstract each season after an offer of employment has been issued.
- (3) Driver abstracts will be used solely for determining the suitability of employees for their assigned positions with regards to their ability to operate a motor vehicle legally and safely.

Confidentiality

- (1) The M.D. will take appropriate measures to ensure that the information contained in driver abstract remains confidential and is not disclosed to any unauthorized parties. The M.D. is committed to having a safe work environment for its workers and the general public.

General

- (1) If any portion of this statement is deemed to be illegal or invalid, then that portion of the statement shall be deemed to have been severed from the remainder of the statement and the remainder of the statement shall be enforceable.

Acknowledgment

I, _____, acknowledge that I have read and will adhere to the terms of this statement and the guidelines within the M.D. Driver Abstract Policy. I understand that if I violate these terms/guidelines, I may face disciplinary action, up to and including termination of employment.

Signature: _____ Date: _____