

PARKLAND COLLEGE	CATEGORY A	BUSINESS ADMINISTRATION
DRIVER'S LICENSE VERIFICATION	POLICY #: OPR A-08	APPROVED: AUGUST 14, 2012 REVIEWED: FEBRUARY 13, 2018

This guideline sets forth the process to be used by Parkland College employees who drive College owned, leased vehicles or other equipment requiring a valid driver's license.

All College employees' utilizing a College vehicle must have an active valid driver's license. All **Regular College Vehicle Users** must have an active valid driver's license.

Driving a College vehicle without an active, valid, appropriate driver's license shall constitute a violation of this policy and the Traffic Safety Act of the Province of Saskatchewan.

### Purpose

SGL, through our Insurer/Broker, requires the name and driver's license number of College employees that utilize college vehicles or are deemed a "Regular College Vehicle User" to ensure that;

1. The employee has a valid driver's license; and
2. The College Insurance premiums are accurate based on the Insurers overall exposure to risk.

### Definitions

**Regular College Vehicle User** - a College employee in a position that utilizes a College vehicle on a regular basis to perform the duties of their position and is required to have a valid driver's license in order to effectively perform their role.

**Valid license** - An active valid driver's license means a current motor vehicle operator's license issued under the laws of the province of issuance and used as intended under the law.

### Confidentiality

Parkland College respects and recognizes the importance of confidentiality regarding the communication of driver's license information.

### Process

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1. Effective April 2013, current College employees identified as "**Regular College Vehicle User**" must submit their driver's license number to Human Resources.
2. An electronic copy of the form can be found on UpClose and Personnel under the Human Resource Section of the Forms page.
3. Human Resources will be responsible to submit the employee name and drivers' license number to the Insurer for verification.
4. The College will not receive a driving abstract or any detailed driving record information from the Insurer, however the College reserves the right to request an employee submit a current( within one month) drivers abstract to Human Resources, if deemed necessary. The employee is responsible for the cost of the drivers abstract.
5. If the employee does not have a valid driver's license, the Insurer will communicate that to the College. The college will not receive further information regarding the reasons the license is invalid but simply the fact that the license is invalid. Human Resources will determine next applicable action.
6. In the above case, Human Resources has the right to restrict employees from performing certain aspects of their job requirements and/or take other action as required.
7. If an employee is not considered a "**Regular College Vehicle User**" and is required to use a college vehicle, they may do so once they have submitted their completed driver's license form to Human Resources and they have been notified by the College that they are an approved driver.
8. The Facilities Manager will monitor employee's using a college vehicle to ensure the driver is approved.
9. In the event that an employee should no longer possess a valid driver's license, it is the staff member's responsibility to inform the College they are no longer eligible to drive a college vehicle.
10. The College will update the list of **employees** for the Insurer/Broker on an ongoing basis.
11. Human Resources will notify the employee, supervisor and Facilities Manager once the employee is approved to use a college vehicle.