

 Region of Waterloo	Human Resources and Citizen Services Policies	Section # <b>I</b>	Policy # <b>15</b>
		Approval Date:	Revision Date: Feb 2014
Title:	<b>Licence Suspension/ Driving Prohibition</b>		
Applies To:	All Employees		

**Policy Statement:**

The Region of Waterloo is committed to compliance with driver and vehicle operation regulations. Regional employees must ensure they maintain the required licence for the class of vehicle or equipment they operate, including operating their personal vehicle on Regional business. Employees are treated in a fair and consistent manner if their licence has been surrendered to police, have a loss of driving privileges, and/or have an administrative or roadside suspension.

**Operating Details:**

It is the responsibility of the employee to maintain a valid driver's licence in the class required for their employment. This includes the requirement to ensure that they follow the renewal process for their class of licence prior to the expiry date of their licence.

Failure to be properly licenced to operate a regional vehicle, regional equipment, or operate their own vehicle for Regional business could result in disciplinary action up to and including dismissal.

The Region will not install an ignition interlock device on any regional vehicle or equipment.

**Reporting of Licence Suspension and/or Driving Prohibition**

An employee that:

- **Has had their** driver's licence **suspended**, or
- Is prohibited from driving, or
- **Has their licence status as unlicensed**, or
- Is not the holder of a valid, legal driver's licence, or
- **Is not carrying on their person their valid driver's licence**

shall not operate any Regional motor vehicle or operate their own vehicle on Regional business.

An employee required to drive their own vehicle on Regional business and/or operate Regional vehicles or equipment, is required to immediately inform their supervisor of the loss of driving privileges and/or driving prohibition.

**The Supervisor is to contact Corporate Health and Safety regarding the loss of driving privileges of the employee.**

**The Supervisor will ensure the employee does not drive their own vehicle on Regional business and/or operate Regional vehicles or equipment until Corporate Health and Safety has confirmed the employees driving privileges have been reinstated.**

**An employee whose licence or driving privileges have been suspended will be reviewed by the Employee's Supervisor and Labour Relations.**

### **Driver's Abstract**

Corporate liability is **increased** when an **improperly licenced or unlicensed** driver operates Regionally owned vehicles and/or Regional equipment.

The Highway Traffic Act dictates that an owner of motor vehicles, in this case the Region, must ensure that anyone who drives their motor vehicles is properly licenced.

To confirm that Regional operators hold a valid driver's licence, Human Resources will request a Driver's Licence Abstract from the Ministry of Transportation Ontario (MTO) upon hire and then at least once per calendar year for every employee that operates Regional vehicles and/or equipment.

### **If the abstract indicates:**

- **A current suspension, driving prohibition, or an unlicensed status, the employee will be prohibited from operating Regional vehicles or equipment, or operating their personal vehicle on Regional business,**
- **A past suspension, driving prohibition, and/or a reduction in a required licence classification,**
- **A downgrade from the licence classification required for their position,**

**the events will be reviewed by the Employee's Supervisor and Employee Relations.**

### **Note**

**The Region will consider the following in its efforts to accommodate an employee whose licence or driving privileges have been suspended:**

- **The Ontario Human Rights Code, where loss of Licence is due to medical reasons.**
- **The Region will not create work in order to keep an employee working.**

**See Also:**

- [IV-17 Driver Licensing Criteria for Job Candidates](#)
- [III-10 Mileage Allowance](#)
- [I-40 Accommodation in the Workplace](#)
- Applicable Collective Agreement
- Release, Waiver and Indemnity Form (HR25)
- **Licence/Abstract Verification Check**

**For Further Information Please Contact:**

- Manager, Health and Safety  
Human Resources and Citizen Service