

**Town of Deep River
POLICY / PROCEDURE MANUAL**

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY NO.: H-006
POLICY NAME: Driver's Licence – Loss or Suspension				
DATE OF ORIGIN:	REVIEW DATE:	REVISION DATE:	APPLICABLE TO:	PAGE NUMBERS:
Apr. 21, 1999	Nov. 2021	Feb. 16, 2011 Dec. 15, 2021	All Employees	1 to 2

POLICY STATEMENT:

The purpose of this policy is to provide guidelines for appropriate action when an employee is unable to carry out his or her normal duties as a result of the suspension or loss of a driver's licence.

PROCEDURE:

- 1 Notification
 - 1.1 Any employee who requires a driver's licence in the performance of his / her duties, either occasionally or on a regular basis, and who has had his / her driver's licence suspended, must notify his / her supervisor immediately, and must supply the following information as soon as it is available:
 - 1.1.1 the date of the charge or infraction
 - 1.1.2 the details of the charge or infraction
 - 1.1.3 a copy of the summons
 - 1.1.4 the date of the hearing
 - 1.1.5 the dates and duration of the suspension.
 - 1.2 The supervisor will notify the ~~Division Head CAO, who shall inform the Clerk-Administrator~~ of the circumstances.
- 2 Determination
 - 2.1 The ~~Clerk-Administrator~~ **Supervisor** will consult with the ~~Division Head CAO~~ to determine an appropriate course of action, and will consider the following matters in making this determination:
 - 2.1.1 job requirements for driver's licence

- 2.1.2 length of suspension
- 2.1.3 whether a town-owned vehicle or personal vehicle was involved in the incident giving rise to the suspension
- 2.1.4 whether the incident giving rise to the suspension occurred while the employee was on duty
- 2.1.5 employment record and availability of alternative non-driving positions.
- 2.1.6 whether the suspension precedes or follows a court finding on the charge.

2.2 In determining the appropriate action, the ~~Clerk-Administrator~~ **CAO** shall observe the following principles:

2.2.1 The normal action will be one of:

2.2.1.1 Demotion for the duration of the suspension to a position where a driver's licence is not required by the job; or

2.2.1.2 Suspension without pay for the duration of the licence suspension.

2.2.2 Subject to sections 2.2.3 and 2.2.4, the normal action may be varied in consideration of the factors in section 2.1. The severity may be decreased (e.g., no action, reprimand) or increased (e.g., longer suspension, permanent demotion, termination.) within the context of the Town's policy on employee discipline.

2.2.3 A recurrence of licence suspension will result in increasingly severe action.

2.2.4 Employment with the Town will be terminated when an employee who requires a driver's licence for work is found guilty by a court of impaired driving while on duty and using a Town vehicle or equipment.

3 Special Provisions

3.1 If the incident giving rise to the suspension is related to impairment by drugs or alcohol, and the employee is not terminated, the Division Head shall offer assistance to the employee in accordance with the Town's Substance Abuse policy.

3.2 Council shall be responsible for the administration of this policy when the subject employee is ~~a Division Head~~ **the CAO**.

3.3 For the purposes of this policy, "on duty" means:

3.3.1 at work during scheduled working hours, excluding meal breaks;

3.3.2 on "standby" or "on-call" status; or,

3.3.3 en route to work as a result of having been called out to work.