

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: H-01
POLICY: Suspension or Loss of Driver's License			
DATE: OCT30/91	REV. DATE: MAR29/12	COVERAGE: All Employees	PAGE #: 1 of 3

POLICY STATEMENT:

The County of Renfrew ensures that employees are aware of the possible effects that a driver's licence suspension has on their employment, and provides general guidelines with regard to appropriate and equitable disciplinary action when an employee is unable to carry out his/her normal duties as a result of the suspension or loss.

PROCEDURE:

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 immediately notify his/her Supervisor with the following information:
 - (a) the date of the infraction
 - (b) details of the infraction
 - (c) a copy of the summons
 - (d) the date of the hearing
 - (e) the date and the duration of the suspension if available

The Supervisor must notify his/her Department Head who informs the Human Resources Department of the circumstances.

2. The Human Resources Department will undertake to investigate each situation as it becomes aware of one of its employees becoming subject to a lengthy drivers licence suspension.
4. The Chief Administrative Officer/Clerk, the Director of Human Resources and the relevant Department Head will consider the impact of the employee's conduct and the loss of drivers licence on his or her ability to perform the work duties and responsibilities required.

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: H-01
POLICY: Suspension or Loss of Driver's License			
DATE: OCT30/91	REV. DATE: MAR29/12	COVERAGE: All Employees	PAGE #: 2 of 3

5. The Human Resources Department consults with the Department Head to determine an appropriate course of action. The attached chart is used as a guideline only. Action taken may be altered according to the circumstances of each incident. Matters for consideration include:

- (a) requirements for driver's licence
- (b) the length of the suspension
- (c) whether driving a County-owned vehicle or personal vehicle
- (d) the employee's employment record and the availability of alternative non-driving positions

The recurrence of incidents increases the degree of discipline.

6. This Policy applies to driving infractions incurred while on or off duty. For infractions incurred while on duty, additional disciplinary action may be applied in accordance with the County's general Disciplinary Guide.
7. Infractions related to impairment by drug or alcohol dependence will involve an offer of assistance in accordance with the Employee Substance Dependence Problems Policy (G-03).

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: H-01
POLICY: Suspension or Loss of Driver's License			
DATE: OCT30/91	REV. DATE: MAR29/12	COVERAGE: All Employees	PAGE #: 3 of 3

APPENDIX A:

**DISCIPLINARY GUIDELINES:
SUSPENSION OR LOSS OF DRIVER'S LICENCE**

LENGTH OF SUSPENSION	NO DISCIPLINE	DECLASSIFICATION/ SUSPENSION/LEAVE WITHOUT PAY	TERMINATION
Up to and Including 3 Months	-----	-----	
Over 3 Months up to and Including 12 Months		-----_____	-----
Over 12 Months		_____-----_____	_____------

- KEY:**
- Optional Disciplinary Action
 - _____------ Alternative Disciplinary Action
 - _____ Disciplinary Action