

<b>Corporate Policies and Procedures</b>			
<b>DEPARTMENT:</b> Human Resources			<b>POLICY #:</b> H-01
<b>POLICY:</b> Suspension or Loss of Driver's License			
<b>DATE:</b> OCT30/91	<b>REV. DATE:</b> OCT 29/03	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 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; and
  - (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.
3. The Human Resources Department will gather information from the employee and others with respect to the possible existence of a disability.

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4. The Chief Administrative Officer with the Staff Administration Committee 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.
  
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; and
  - (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 abuse will involve an offer of assistance in accordance with the Employee Alcohol/Drug Problems Policy (G-03).

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**APPENDIX A:**

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

<b>LENGTH OF SUSPENSION</b>	<b>NO DISCIPLINE</b>	<b>DECLASSIFICATION/ SUSPENSION/LEAVE WITHOUT PAY</b>	<b>TERMINATION</b>
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