



Rural Municipality of Corman Park No. 344 Policy

Policy # HR-013

Policy Title: Driver's Abstract Policy

Policy Objective:

To provide direction to Administration regarding when and how often a Driver's abstract should be completed.

Authority: (Bylaw#, Resolution date/#)

Resolution #23, April 2, 2013

Policy:

Whereas licences of employees need to be verified and driving history known, and a policy is required to direct administration regarding when and how often a Driver's abstract should be completed.

Driver's abstract will be completed upon hire date for all class A1 drivers; this will be updated after expiry date of licence, every 3 years or as specified.

Driver's abstract will be completed upon hire date for all other drivers, including Public Works, Police and Administrative staff who are added to our insurance, the abstract will not be updated.

Human Resources will verify licences yearly before sending off Drivers list to Affinity Insurance.