

Policy & Procedure Manual

DRIVER'S LICENSE REQUIREMENT – HR-III-41

POLICY:

Where it has been determined that, as a condition of employment, an employee must have a valid Driver's License, the employee must present proof of the license for photocopying upon sign-on.

1. If an employee does not have a license, they shall be offered a contract position until such time that they can produce a valid driver's license. Should they be unable to attain a license, a determination on next steps shall be made the Director of Human Resources (contract extension, elimination of contract).
2. Should an employee have a medical reason for not having a driver's license they shall provide that proof to the Health and Safety Coordinator/Designate.

It is then the ongoing responsibility of the employee to inform OPTIONS NORTHWEST of changes in driver's license status, and to produce copies as required/requested.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services (all)

ORIGINAL POLICY DATE: April 1993

AUTHORIZED BY: Executive Director

SIGNATURE:

