

County of Elgin

Section: **2**

Human Resources Policy Manual

Subject: **Loss of Driving
Privileges/Required
Classification**

Code - **A**

Policy Number: **2.70**

Date Approved: **Jan. 26/93**

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Date Last Revision: **Mar. 12/02**

This policy is intended only to cover those situations where the loss of driver's license arises out of events unrelated to the employment. Loss of drivers' licenses, as a result of events occurring during the course of employment, will be subject to disciplinary action up to and including termination of employment.

As an employee could lose their driving privileges for a specific driving classification for various reasons, a committee will be established consisting of the Warden, affected Department Head, Director of Human Resources, and the employee's Immediate Supervisor. Where employees with union representation are involved, the committee as stated in their Collective Agreement would represent them on this committee. The employee shall be present at all meetings of the committee, unless he/she declines, and may attend with an advisor or personal representative.

The committee shall assess the loss of driving privilege or classification giving consideration to any relevant matters including, but not limited to, the following:

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1. The practical necessity of such driving privilege or classification to the employee's work based on actual practice, work history and other staff available.
 2. Alternate work available in the same employment classification or other employment classifications.
 3. The specific reasons for the loss of driving privileges or classification and previous history of same and medical prospects for recovery or rehabilitation.

After hearing all relevant information the committee will consider the following actions and will recommend the appropriate application for which the employee is eligible, subject to availability of positions and may be made contingent upon the employee participating in an appropriate rehabilitation or therapeutic program.

1. Employee continuing in his or her same job/position.
2. Temporary re-classification to another job/position in the same or another employment classification.

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3. Temporary lay-off where alternative work is not available.
4. A combination of 2 & 3 where circumstances and available work (part-time and/or casual employment) indicate this to be the appropriate action.
5. For repeated loss of driving privileges or driving classification within a six (6) year period under the Criminal Code or the Highway Traffic Act, termination.

When privileges or driving classifications are regained, an employee who had been transferred to another classification or had been on lay-off shall return forthwith to their former classification.

An employee who is not satisfied with the action taken by the Committee has access to the normal complaint procedure.