

Purpose:

- 1 To minimize the number of motor vehicle incidents employees are involved in while operating City owned and leased vehicles, City owned and leased equipment and personal vehicles on City business.

Policy Statement(s):

- 2 Only properly trained and qualified staff may operate City vehicles and equipment.
- 3 All employees who operate City vehicles or other City equipment on City streets and/or personal vehicles for more than eight thousand (8000) kilometres for City business must successfully complete the Driver Education Program within one month from their commencement date with The City. Successful completion requires a minimum score of “C”. Until a “C” is obtained the employee will not be permitted to drive City vehicles.
- 4 If a score of less than “C” is achieved, remedial training is required within two weeks of receiving that score.
- 5 Employees who do not successfully complete an evaluation on the third time will be responsible for the costs of further evaluations.
- 6 Training must be evaluated and/or updated every four (4) years.
- 7 Copies of driver evaluations will go to the appropriate department head, superintendent, and Human Resources Department.
- 8 A superintendent (or equivalent) may direct a staff member to take remedial training at any time.
- 9 Operators of vehicles with a gross vehicle weight of greater than 11,793 kg or of a bus with a seating capacity of 11 including the driver must be trained in:
 - (1) The City of Red Deer Maintenance Program
 - (2) Safe Vehicle Operation
 - (3) Traffic Safety Act and regulations including:
 - (a) Hours of Service
 - (b) Daily Trip Inspection
 - (c) Weights and Dimensions
 - (d) Load Securement
 - (4) The Dangerous Goods Transportation and Handling Act and regulations at the time of here and every three years thereafter. Records of this training must be documented in the operator’s employee file.

References/Links:

- 1 2001-CA Driver Records
- 2 2020-CA Vehicle & Equipment Operation
- 3 5002-CA Assigning Costs for Vehicle Accidents

Scope/Application:

- 1 All employees operating a vehicle or equipment for City business.

Authority/Responsibility to Implement:

- 1 Human Resources Manager

Inquiries/Contact Person:

- 1 HR Team Leader – Wellness & Safety

Policy Monitoring and Evaluation:

- 1 The policy will be reviewed for effectiveness every three years.

Document History:

Date:	Approved/Reviewed By:	Title:
Approved: March 31, 1997		
Revised: January 2001	“Norbert Vank Wyk”	City Manager
Revised: July 11, 2009	“Craig Curtis”	City Manager
Reviewed: April 10, 2012	“Marge Wray”	Human Resources Manager
Revised: January 28, 2013	“Craig Curtis”	City Manager
Revised: June 11, 2014	“Craig Curtis”	City Manager
Reviewed: September 13, 2019	“Kristy Svoboda”	Director of Human Resources
Reviewed: October 8, 2020	“Tracy Bruce”	Human Resources Manager