



## City of St. John's Corporate and Operational Policy

**Policy:** 03-10-02    Operation of City Vehicles

**Status:**

**Issued By:** Human Resources

**Revision No:** 2

**Revision Date:** 2004/10/25

**Date of Original Council  
Approval:**

**Rescind Date:**

**Index:** 03 Human Resources

**Section:** 10 Vehicles

**Title:** 02 Operation of City Vehicles

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### **Purpose**

To provide for the operation of City vehicles by qualified personnel.

### **Policy Statement**

1. City vehicles may only be operated by City employees who possess a valid driver's licence issued by the Province of Newfoundland of the class required by the City of St. John's for operation of the particular vehicle; and who successfully complete City required training and pass tests or examinations as from time to time required by the City.
2. Employees who lose their driver's licence shall not be permitted to operate City vehicles and shall be assessed as to whether the employee should be permitted to remain in his/her classification. Normally, employees in this situation who are required to operate City vehicles as part of their regularly assigned duties shall be removed from their position until they obtain a valid driver's licence.
3. Employees shall be required to advise the City of a loss of their driver's licence or any changes in the status of their licence including restrictions, class of licence, medical limitations, or any other change that may restrict or limit an employee's ability to lawfully and safely operate City vehicles. Failure of an employee to notify the City of such change will result in disciplinary action up to and including termination of employment.

4. Proof of licence shall be supplied by the employee upon request by the City where a licence is required by the City.

**Application**

**Responsibilities**

All employees.

**Definitions**

**References/Appendix**

**Monitoring and Contravention**

**Approvals**

Management Handbook, Policy Statement No. 20. Never formally approved by Council. Approved: Finance and Administration Standing Committee report - October 25, 2001; Regular Meeting of Council - November 5, 2001. Finance and Administration Standing Committee report October 14, 2004; Regular Meeting of Council October 25, 2004.

**Review Period**

**Available to Public**

☒ Yes

☐ No