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| Policy Name | Driver's License Verification | | |
| Policy # | 723 | Category | HUMAN RESOURCES |
| Steward | Manager, Human Resources | Date Approved | Aug. 13, 2025 |
| Next Review Date | | Date Reviewed or Revised | |

POLICY

This policy is in place to ensure that all individuals affiliated with the College, who may be required to operate College owned or leased vehicles, or any other equipment to perform the duties of their position, possess a valid driver's license as required by law.

PRINCIPLES

SGI, through our Insurer/Broker, requires the name and driver's license number of College employees that utilize college vehicles or are deemed a "College Vehicle User" to ensure that;

1. The employee has a valid driver's license; and
2. The College Insurance premiums are accurate based on the Insurers overall exposure to risk.
3. Driving a College vehicle without an active, valid, appropriate driver's license shall constitute a violation of this policy and the Traffic Safety Act of the Province of Saskatchewan.
4. Suncrest College respects and recognizes the importance of confidentiality regarding the communication of driver's license information.

SCOPE

This policy applies to all individuals affiliated with the College, who may be required to operate College owned or leased vehicles, or any other equipment that requires a valid driver's license.

DEFINITIONS

College Vehicle User - a College employee in a position that utilizes a College vehicle to perform the duties of their position and is required to have a valid driver's license in order to effectively perform their role.

Valid license - An active valid driver's license means a current motor vehicle operator's license issued under the laws of the province of issuance and used as intended under the law.

PROCEDURES

1. College employees identified as a **College Vehicle User** must submit their driver's license number to Human Resources.
2. A copy of the form is provided to all new employees in their onboarding packages and can also be found on Suncrest Central under the Human Resource Section of the Forms page.
3. Human submits the employee's name and drivers' license number to the Insurer for verification.
4. The College will not receive a driving abstract or any detailed driving record information from the Insurer, however the College reserves the right to request an employee submit a current (within one month) drivers abstract to Human Resources, if deemed necessary. The employee is responsible for the cost of the drivers abstract.
5. If the employee does not have a valid driver's license, the Insurer will communicate this to the College. Information provided to the College is limited to license status and will not include reasons and / or further information. In consultation with the supervisor, Human Resources will determine next steps.
6. In the above case, Human Resources has the right to restrict employees from performing certain aspects of their job requirements and/or take other action as required.
7. If an employee has not filled out a driver's form, and is required to use a college vehicle, they may only do so once they have submitted their completed driver's license form to Human Resources and have been notified by the College that they are an approved driver.
8. The Facilities Manager will monitor employee's using a college vehicle to ensure the driver is approved.
9. In the event that an employee no longer possesses a valid driver's license, it is the employee's responsibility to inform the College they are no longer eligible to drive a college vehicle.
10. The Human Resource department will update the list of **employees** for the Insurer/Broker on an ongoing basis.
11. Human Resources will notify the employee, supervisor, and Facilities Manager once the employee is approved to use a College vehicle.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

N/A

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

Driver's Form

Fleet Vehicles Operating Procedures