

Subject: Driving Standards
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**LICENCE REQUIREMENTS TO DRIVE VEHICLES
OWNED OR LEASED BY THE COUNTY OF ELGIN**

1. Any employee who drives a County owned or County rented motor vehicle shall possess a valid driver's licence. It shall be the supervisor's responsibility to ensure that an employee possesses said licence before allowing him/her to drive.
2. Driver's Abstracts will be maintained for all drivers of County owned vehicles.
3. Drivers shall be guided by the Ontario Ministry of Transportation's Truck and Bus Drivers Manuals and the Highway Traffic Act.
4. Any employee of the County, who, in the performance of his/her duty, is required to operate any motor vehicle or piece of equipment where a licence is required, must notify his/her Supervisor immediately if:
 - a) a driver has been charged with an offence under the Highway Traffic Act;
 - b) the driver's licence has been suspended or revoked;
 - c) the driver has lost or misplaced his/her licence.
5. Employees shall be held personally responsible for infractions of speeding and traffic laws. Drivers shall keep themselves informed of the Highway Traffic Act and local by-laws.
6. Drivers shall not permit anyone except authorized employees to drive or operate any vehicle which has been assigned to them.
7. All drivers are required to adhere to all legal speed limits.

8. Drivers are required to:
- a) comply with all traffic laws and regulations;
 - b) comply with all Corporation regulations;
 - c) maintain the Corporation's good image by behaving properly and by showing courtesy and using common sense;
 - d) drive safely and carefully at all times; and
 - e) care properly for equipment assigned to the employee's use and ensure that it is maintained in good mechanical condition.

A driver who fails to practice safe driving habits at all times will be disciplined, up to and including dismissal, dependant on the seriousness.