



## AP T3 Driver Qualifications Verification - Employees

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Legislative References:

Policy Reference:

Collective Agreement References: None

Date: July 8, 2024

In order to support safe transportation services within the district, this Administrative Practice outlines the process for verifying driver's qualifications to ensure that employees who operate district vehicles have a safe driving record.

This Administrative Practice addresses the verification of driver's abstracts and driver's licenses for employees who operate a district-owned vehicle.

This Administrative Practice does not apply to volunteer drivers or to a parent or guardian transporting their own child(ren).

### 1. Driver's Licenses

- 1.1. All drivers operating a district vehicle are required to submit a copy of their driver's license to the Operations Maintenance office. The Operations Maintenance office will securely store the copy. The Director of Operations will verify that the license is correct for the class of vehicle being operated by the employee.
- 1.2. Employees with expiring driver's licenses must provide a copy of their temporary driver's license to the Operations Maintenance office. Upon receipt of the new/renewed license, the employee must provide a copy of the license and a fresh driver's abstract to the Operations Maintenance Office.

### 2. Driver's Abstracts

- 2.1. The School District will pull abstracts for employees who drive district owned vehicles from ICBC on an annual basis.
  - 2.1.1. Drivers typically provide abstracts when being hired or after renewing their license. For abstracts provided by the driver, the abstracts must be less than 30 days old.
- 2.2. The Director of Operations or their designate will review and verify the driver's abstract and by signing their initials beside each of the following information fields in the driver's abstract:
  - 2.2.1. Abstract Type: "N" means that this is a commercial abstract. All drivers holding commercial licenses must provide a commercial abstract. "P" is



for the driver's personal abstract. Any drivers with a class 5 (personal) license must provide a "P" abstract.

2.2.2. License Class: Confirm that the license type is appropriate for the vehicle the employee will be driving.

2.2.2.1. full sized bus: class 1 or 2 is required

2.2.2.2. bus/van with 24 or fewer passenger capacity: class 4, 2 or 1 is required

2.2.3. Expiry Date: Driver's license must be valid (not expired). If the expiry date is less than one year from date of next planned abstract check, the driver must supply a new abstract when they renew their license.

2.2.4. Driver Status: Must be "Normal." A driver status other than "Normal" may indicate the license is invalid. If so, the driver must correct the issue directly with CIBC. Issues that may trigger a status other than "Normal" are: unpaid fines or child support, license suspension, expired driver's medical).

2.2.5. Restrictions/Endorsements: Drivers operating vehicles with air brakes must have endorsement 15 (Vehicles with air brakes). Drivers operating District passenger vans with a class 4 license MUST NOT have restriction 17 (Not permitted to operate buses). Other endorsements and restrictions may affect the person's approval to operate a District vehicle.

2.2.6. Contraventions: Driving infractions or restrictions will appear in the bottom section of the driver's abstract. The Director will review, with the driver, any new driving infractions or restrictions (incurred within the last year.)

### **3. Review of Contraventions**

3.1. An employee who drives a student school bus must have a driver's abstract free of any contravention for the full five year period to be approved for hire.

3.1.1. Any infraction received after hiring will be reviewed by the Director of Operations and considered on a case-by-case basis subject to section 3.4 (subsections 1 and 2) of this Administrative Practice.

3.2. For an employee who operates a district vehicle, other than a student school bus, the driver's abstracts will normally be approved when:

3.2.1. The abstract is free of contraventions for the five year period; or

3.2.2. The abstract indicates one minor infraction occurring more than 12 months prior. Examples of minor infractions include basic speeding ticket, failure to wear seat belt, failure to come to a full stop at a stop sign, etc.



- 3.3. A driver's abstracts will not normally be approved when:
  - 3.3.1. The abstract indicates more than one infraction during the five year period;
  - 3.3.2. The abstract indicates one infraction within the last 12 months; or
  - 3.3.3. The abstract indicates a major infraction occurring during the five year period. Examples of major infractions include excessive speeding ticket, distracted driving, ticket or suspension based on impairment or reckless driving;
  - 3.3.4. The abstract indicates a driver's license restriction of a "L" or "N" (Learner or New driver).
  
- 3.4. Employee's driver abstracts shall be verified by the Director of Operations and approved at the Director's discretion. Once approved, the Director of Operations will sign and date the abstract.
  - 3.4.1. The Director may use their discretion to approve a driver's abstract that indicates one or more infractions. In such cases, the Director will indicate, on the driver's abstract, their rationale for approval.
  - 3.4.2. Abstracts not meeting standards for approval must be reviewed with the Secretary Treasurer and Human Resources. Drivers failing to meet standards may risk suspension of the District's authorization to operate a District owned vehicle.
  
- 3.5. Driver's abstracts for employees will be kept on record at the School District Operations and Maintenance Office, along with a copy of the employee's driver's license.

An example of a verified and approved driver's abstract is appended to this Administrative Practice.



Example: Verified Driver's Abstract

**ICBC**

1. - Commercial Abstract has "N" Personal has "P"

2. - This person holds class 2, 3, 6 license. License must be appropriate for vehicle

3. Expiry date must be in the future.

BRITISH COLUMBIA DRIVING RECORD SEARCH

SMITH, JOHN

LICENCE NO : 1234567  
TYPE : 5 YR RENEWAL  
BIRTHDATE : 01OCT1967  
DRIVER STATUS : NORMAL  
FILE REFERENCE: F000000

DRIVER CLASS: 236  
EXPIRY DATE : 01OCT2025  
ORIGINAL DATE: 01FEB1985

4. Status must be "Normal"

5. Must be appropriate for vehicle.

RESTRICTIONS/ENDORSEMENTS

15: VEHICLES WITH AIR BRAKES  
21: CORRECTIVE LENSES REQUIRED

6. Violations, if any, will appear here.

VIOLATION DISPOSITION AND DATE	ACT DESCRIPTION AND SECTION	PTS LOCATION	NSC
01JUL2016 01MAY2017	MVA: Motor Vehicle Act 186 DISOBEY STOP SIGN	03 PRINCE GEORGE	

NO CORRESPONDENCE  
THIS OFFICE HAS NO RECORD OF ANY PROHIBITIONS FROM DRIVING OR LICENCE SUSPENSIONS AS OF 26 FEBRUARY, 2021

THIS SEARCH REPORTS ONLY CONTRAVENTIONS, PROHIBITIONS FROM DRIVING AND LICENCE SUSPENSIONS FOR THE PREVIOUS FIVE YEARS THAT HAVE BEEN RECEIVED AT THIS OFFICE AS OF 26 FEBRUARY, 2021

A COPY OF INSURANCE RECORDS MAY BE OBTAINED FROM:  
PUBLIC INFORMATION, INSURANCE CORPORATION OF BRITISH COLUMBIA,  
151 WEST ESPLANADE, NORTH VANCOUVER B.C., V7M 3H9.  
PHONE: 1-800-663-3051 OR 1-604-661-2800

INSURANCE CORPORATION OF BRITISH COLUMBIA 26  
VICTORIA B.C.

7. Abstract must be less than 1 month old when reviewed.

8. Reviewer must sign and date.

*Colin Whyte*  
Mar 10, 2021