

HAZARD ALERT

Do Your Employees Driving Company Vehicles Have a Valid Driver's License?

October 2019. A worker had their license suspended and did not notify their employer. They continued driving and sometime later were pulled over by police. The company owner had to make a court appearance and the company vehicle was impounded for 3 months. In addition, the company had to pay for the towing and impound fees of over \$3000 and the worker was terminated.



Several employers have reported a similar occurrence. It is likely workers don't report the fact they've lost their license and drive illegally because they need their job or to avoid embarrassment.

"I took a photocopy of their license, why is that not enough?"

A driver's license does not always have current information. If a worker lost their license or had it suspended, they will still have the physical card to use as a form of personal identification.

How to Avoid this in Your Business

- Develop a company vehicle policy
- Establish how electronic enforcement and cellphone tickets will be handled.
- Require that all workers are subject to providing an annual driver's abstract. It can be requested from your Provincial Insurer. (MPI in Manitoba)
- Ensure you communicate your policies and procedures to your employees and document.

TOOLS TO HELP: Go to [mySafetyAssistant Resource Library](#) and get a template Company Vehicle and Driving Policy that you can customize to your business and implement quickly!

Estimated Costs to Your Company?

Consider the cost of:

- Impound fees
- Time for court appearances
- Renting a service vehicle for 3 months until your company vehicle is released by the authorities
- Lost revenue from without the terminated employee working while you replace them
- Rehiring and retraining costs for the new employee

DID YOU KNOW?

Did you know the minimum impoundment period is 30 days?


Don't have access to the mySafetyAssistant Resource Library?

(100's of Templates, SWP's, Safety Talks etc.)

Please contact us!

Classes of Drivers Licenses

Commercial drivers (Class 1-4) will have a more detailed abstract including 5 years background check for convictions in any transportation related laws, regulations and acts some of which include Transportation of Dangerous Goods, the Manifest Regulation, and Securement of Vehicle Loads Regulation.

Class 1	
Class 2	
Class 3	
Class 4	
Class 5	
Class 6	

A Class 5 Driver's Abstract will Include:

- Name,
- Address,
- Driver licence number,
- Date of birth,
- Sex,
- Height,
- Eye colour,
- Licence effective date,
- Licence expiry date,
- Authorized instruction,
- Air brakes,
- Conditions effective and expiry date (if applicable),
- Licence status,
- Test year,
- Date first licensed,
- Licence class,
- Restrictions (if any),
- At-fault collisions,
- Convictions (the Highway Traffic Act may be treated under the Criminal Act depending on the offence),
- Suspensions,
- Disqualifications, and
- Prohibitions.

Note: Drivers abstracts contain sensitive personal information.

When you upload to mySafetyAssistant for record keeping, be sure you do not hit "publish" to ensure privacy.

Have Questions About your Workplace Safety Management?

Give the friendly 1Life Safety Professionals a call today!

P: 1-866-223-7374 E: info@1lifewss.com

**Don't Have mySafetyAssistant Yet?
Your FIRST 5 USERS are FREE!**

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www.1LifeWSS.com



Ranked 4.9/5 STARS on G2, independent software reviews.

NOTE: Any reference to the Manitoba Workplace Safety and Health Act and Regulation is for convenience sake only. The original text must be consulted for all intents and purposes of applying the law. Date of last revision and document confirmed current Nov 3, 2019. If you believe this document is out of date, please contact us.

RECORD OF HAZARD ALERT

Company Name:	Work Location Dept.:
Talk Given by:	Date / Time:

Results of inspection, demonstration or other activity or suggestions during talk:

List of All Employees Who Attended the Safety Talk:	
Name (PRINT)	<i>Signature</i>
1.	
2.	
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19.	
20.	

Signed: _____ Position Held: _____