



County of Lethbridge Policy Handbook

EFFECTIVE: June 16, 2011

SECTION: 700 NO. 710 Page 1 of 1

APPROVED BY: County Council

SUBJECT: Defensive Drivers
Training

REVISED DATE:

Purpose/Objective

The purpose of this policy is to insure all County of Lethbridge employees are adequately trained for safe operation of County vehicles and equipment. Section 13 of the National Safety Code also requires the County of Lethbridge to provide its drivers with training.

Procedure

All county vehicle operators shall successfully complete a Defensive Driving course offered by the county. Each agency must use an approved defensive driving course in order for employees to safely operate county motor vehicles or private vehicles for county purpose. Certification of an approved Defensive Driving course will be required prior to being authorized to operate a county vehicle. Each agency must submit a list of certified operators to the Safety Supervisor. Certificate will be valid for five years.

All authorized operators of county vehicles or private vehicles involved in county business, who are involved in any traffic accident or violation determined to be preventable, must successfully complete a Defensive Driving course within one calendar year of either the date of the accident or the determination of fault, whichever time is shorter.

The cost of the course shall be paid by the department in which the individual is employed.

The employee shall be provided with release time from his or her normal work duties in order to complete the course.

The original certificate of completion of the course or a copy thereof shall be placed in the employee's driver's file.

If the employee fails to complete the course or does not complete it within the prescribed time frame the department may take appropriate disciplinary actions to correct the deficiency.

The requirement for the completion of the Defensive Driving Course shall in no way limit or supersede other disciplinary or corrective actions or counseling imposed or required by the employee's department.