

Town of Portugal Cove-St. Philip's

**Drivers Standards Policy**

Pursuant to the authority vested in the Town Council of Portugal Cove- St. Philip's, the following policy was adopted on the 8<sup>th</sup> day of June 2025.

---

**1. TITLE**

- 1.1 This document shall be known and cited as the *Drivers Standards Policy*.

**2. INTERPRETATION**

- 2.1 “**Council**” shall mean the Town Council of Portugal Cove – St. Philip’s.
- 2.2 “**Director**” shall mean any individual who is considered a department head and is responsible for managing and directing the work of the employees within that department.
- 2.3 “**Employee**” or “**Employees**” shall mean any individual under an employment contract with the Town of Portugal Cove-St. Philip’s including all members of staff, contractors and members of Council.
- 2.4 “**Employer**” shall mean the Town of Portugal Cove-St. Philip’s as represented by the Chief Administrative Officer or his/her designate.
- 2.5 “**Licensing Authority**” shall mean the provincial department responsible for the operation and registration of motor vehicles, currently the department of *Government Modernization and Service Delivery*.
- 2.6 “**Supervisor/Manager**” shall mean any individual who is responsible for managing and directing the work of an employee or group of employees.
- 2.7 “**Student**” shall mean a student who is employed by the Town, or who receives funding granted to the Town, to assist in the provision of special events, summer camps, or other activities as assigned by a Town representative. For purpose of this Policy only, a student shall be classified as an employee.
- 2.8 “**Town**” shall mean the Town of Portugal Cove – St. Philip’s.

**3. POLICY STATEMENT AND SCOPE**

- 3.1 The Town of Portugal Cove-St. Philip’s in conjunction with NAPE local 7816, is committed to the health and safety of all employees and the public. Additionally, the Town is committed to ensure compliance with provincial regulations.

#### 4. APPLICATION

- 4.1 This Policy applies to all employees of the Town of Portugal Cove–St. Philip’s including, without limitation, full-time, part-time, contract, seasonal, permanent, and students.

#### 5. RIGHTS AND RESPONSIBILITIES

- 5.1 All employees are expected to operate any motor vehicle within the provincial law of the *Highway Traffic Act*.
- 5.2 It is mandatory that all licensed drivers in the province of Newfoundland and Labrador ensure their medical eligibility to obtain and maintain their license. As such, the province has adopted *the National Safety Code Standard 6: Determining Driver Fitness in Canada*, as developed by the Canadian Council of Motor Transport Administrators.
- 5.3 To maintain medical eligibility, all drivers must have a driver’s medical fitness assessment completed upon request by provincial Motor Registration, or as follows:

##### 5.3.1 Non-Commercial Class 5, 6, or 8 License

<u>Age</u>	<u>Requirement</u>
------------	--------------------

75	First medical required for class 5, 6 or 8 license.
----	---

80	Second medical required for class 5, 6, or 8 license.
----	---

80+	Every two years hereafter.
-----	----------------------------

##### 5.3.2 Commercial Driver Class 1, 2, 3, or 4 License

- Upon initial application.
- Every five (5) years up to the age of 45.
- Every three (3) years from age 45 to 65.
- Every year after age 65.

##### 5.3.3 Employee Responsibility

All employees are responsible for immediately reporting to the employer any suspension or removal of their license for any reason, as well as any medical conditions or changes in their health that may affect their ability to drive safely.

##### 5.3.4 Employer Responsibility

The Town is responsible for maintaining a driver’s qualification file for each employee which shall include annual driver’s abstracts as obtained from the provincial authority as well as any medical examination results

and / or any other relevant documentation which may affect the individual's eligibility to maintain their license.

**6. RE-ASSESSMENT AND RETURN TO DUTY**

6.1 When an employee has had their driver's license suspended or canceled by the provincial licensing authority, and where the Medical Review Officer / Medical Consultant has determined the individual may be suitable for reassessment, the employee must comply with all recommendations set forth by the licensing authority and confirm licensing reinstatement with the employer prior to consideration for return to duty.

**7. REVIEW**

7.1 This policy shall be reviewed annually and updated when required.

**8. REPEALS OF PREVIOUS POLICIES AND ADMENDMENTS**

8.1 This policy rescinds all previous policies on this subject matter.

**9. INITIAL EFFECTIVE DATE / RESOLUTION**

9.1 July 8<sup>th</sup>, 2025



---

**Carol McDonald, Mayor**



---

**Claudine Murray, Town Clerk**