

# Mayne Island Improvement District

## Driver's Abstract Policy

### **POLICY OBJECTIVE**

The Mayne Island Improvement District (MIID) is committed to providing a safe and responsible work environment to all employees and the Mayne Island community. MIID has a fiduciary responsibility to the community and taxpayers of Mayne Island to protect the assets of the MIID.

The MIID will operate a fleet of fire trucks to meet the fire protection requirements of MIID. All MIID vehicles will be under the control of the Fire Chief. All MIID vehicles will operate in compliance with the BC Motor Vehicle Act and Regulations, the National Safety Code and the BC Workers' Compensation Board Occupational Health and Safety Regulation.

### **PROCEDURE**

The Fire Chief shall maintain procedures which will ensure the security and maintenance of all vehicles and maintain procedures which will ensure safe operation of such vehicles by authorized drivers.

Vehicles owned by MIID shall only be driven by authorized drivers and used for official MIID business.

Only those individuals with a valid driver's license, in the appropriate class for the vehicle being operated, and who have signed a MIID Driver Agreement, may operate a MIID owned vehicle.

### **GUIDELINES**

The conditions that every driver must meet in order to be eligible to operate a MIID vehicle are as follows:

1. The Driver must hold at minimum a current, valid Class 5 British Columbia Driver's license and of a class appropriate to the vehicle being operated and its intended use.
2. An original copy of a BC Driving Record Search (Driver's Abstract) provided by the Insurance Corporation of BC (ICBC), Operations Support Department must be on file with the Corporate Office of MIID and must be updated biennially. Failure to provide a BC Driving Record Search restricts driver's ability to drive a MIID vehicle.
3. The driver may not have on their official driving record (Driver's Abstract):
  - More than nine (9) penalty points within the twenty-four (24) months immediately prior to the issue of the record; and/or
  - Any suspension of driving privileges and /or prohibition from driving within the twenty-four (24) months immediately prior to the issue of the record; and / or
  - Any alcohol or drug impairment related driving offences, violations or infractions with the thirty-six (36) months immediately prior to the issue of the record.
4. The Driver must sign a MIID Driver Agreement.

The BC Driving Record Search (Driver's Abstract) shall be updated biennially, on the driver's anniversary date and submitted to the Corporate Officer of the MIID.

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Any accidents which involve a MIID vehicle, or damage caused to a MIID vehicle while in the care and / or control of an authorized driver, shall be reported without delay to the Fire Chief, who will notify the Corporate Officer of the MIID immediately.

Smoking and/or the consumption of alcohol in MIID vehicles is strictly prohibited. The use of prescription and non-prescription drugs known to have adverse effect upon the ability to drive safely is strictly prohibited.

To obtain your driver's abstract by phone:

1. You will need your driver's license number.
2. Call ICBC at 1-800-950-1498
3. Request your driver's abstract be sent to your email and bring to the Corporate Officer Or have it emailed to [ksomerville@mayneid.ca](mailto:ksomerville@mayneid.ca)

Your records can also be obtained through the ICBC website at <https://onlinebusiness.icbc.com/clio/>

