

Confirm Drivers are Legally Authorized to Drive

If driving is going to be part of their work, it's best to confirm a potential employee is authorized to drive before you hire them. Check that they have a valid driver's licence and that it is appropriate for the vehicle(s) you will ask them to drive. If you are unsure what type of driver's licence is required, go to the *Ontario Ministry of Transportation Driver Licensing Page*.



Verify they do not have a driving suspension or prohibition.

Access a copy of their Driver's Abstract. There are a few ways to accomplish this. For full details on how to obtain a Driver's Abstract and driving history of potential or existing employees visit:

1. Ontario Service: Order Drivers Record
2. Employers can do a check of the status of a drivers license at *Ministry of Transportation* page.
3. Drivers can request a detailed driving record history report.

Look through each abstract. How many violations and penalty points have been issued to the driver over the last five years? Have any suspensions or prohibitions been enforced against the driver? Is there evidence of recent at-fault crashes? Past violations aren't necessarily predictors of future performance, but driving records have valuable information employers should know. They should cause employers to have conversations with employees, and potential employees, about driving behaviours and the driving responsibilities they might undertake for your organization.



Re-check Driving Records Annually

A lot can happen to a driver's record in a few days, let alone over the course of a year. Some employers have been surprised to learn an employee has accumulated too many penalty points, or has been driving for work even though their license is suspended. Check driving records annually.



Many employers have Road Safety policies requiring employees to immediately advise their supervisor of any driving penalty points, and any suspensions or prohibitions.

Make Sure Appropriate Insurance Is In Place

For your fleet vehicles, keep a copy of current insurance in the vehicle, and a copy in your office records. Develop a simple process to track expiry dates. In your e-calendar, set-up an insurance renewal reminder for 2 weeks before expiry date(s).



For employee-owned or leased vehicles used for work, have the owner provide a copy of valid insurance annually (e.g. at renewal). Confirm the policy shows the vehicle is insured in the correct rate class, and has adequate third party liability coverage.

How much liability insurance is "enough"? Talk with your insurance agent. More employers are requiring \$3 to \$5 million coverage, especially where the vehicle is used to transport multiple workers.