



700.2(7) Procedures

Policy 700.2 Requirement for Driver Abstracts

700.2(7.1) Completing, submitting and paying for a Driver's Abstract

- 7.1.1 All successful candidates for employment as bus drivers with Nova Central School District are required to submit a Driver's Abstract prior to commencing employment with the district. For additional information on the process for obtaining a Driver's Abstract, an individual should discuss the matter with the Manager of Student Transportation or contact Motor Vehicle Registration, Government of Newfoundland and Labrador.
- 7.1.2 Successful candidates for positions of employment as bus drivers with Nova Central School District shall normally be responsible for the cost of obtaining a Driver's Abstract, unless otherwise notified by the Human Resources Division.
- 7.1.3 Current bus driver employees shall be required to provide a Driver's Abstract on an annual basis. Each individual shall be requested to complete a Release of Information/Consent form permitting the Manager of Student Transportation or his/her designate to request a Driver's Abstract on the driver's behalf.
- 7.1.4 A list of bus driver employees shall be provided to Motor Vehicle Registration Division, Government Services (Newfoundland and Labrador), requesting the driving records for all individuals listed.
- 7.1.5 The associated costs for current drivers shall be covered by Nova Central School District, in accordance with a funding agreement with the Department of Education, and payment shall be submitted directly by the district to Motor Vehicle Registration.

7.1.6 The driver abstracts for the bus driver employees shall be requested to be provided directly to the Manager of Student Transportation.

700.2(7.2) Candidates for Employment

- 7.2.1 Notifications shall be inserted in job advertisements from Nova Central School District that the provision of a Driver's Abstract is a condition of employment for all bus drivers.
- 7.2.2 Individuals being considered for employment as bus drivers with Nova Central School District shall be advised that a Driver's Abstract is required as a condition of employment.
- 7.2.3 Only candidates who submit a Driver's Abstract shall be considered for employment.
- 7.2.4 A satisfactory Driver's Abstract must be submitted to the district office and approved by the Assistant Director of Human Resources or his/her designate before an individual can commence employment as a bus driver with the district.

700.2(7.3) Current Bus Driver Employees

- 7.3.1 Current bus drivers with Nova Central School District shall be required to provide a Driver's Abstract on an annual basis.
- 7.3.2 In the event that information is received regarding possible offences by a current employee bus driver, he/she may be required to submit an additional Driver's Abstract.
- 7.3.3 Any individual who takes a leave of absence for more than six months from his/her position as a bus driver with Nova Central School District, may be required to complete a Driver's Abstract upon return.

700.2(7.4) Contracted Service Providers (Private Operators)

- 7.4.1 Contracted service providers who provide bussing or special transportation services for students on a regular basis, or employ individuals to do so, shall be required to have all potential and current employees complete Driver's Abstracts as deemed necessary by the Director of Education.

- 7.4.2 Transportation Contractors are required to provide confirmation that Driver's Abstracts have been completed as required, to The Manager of Administrative Services for Nova Central School District:
 - i) Upon commencement of the contract AND
 - ii) On an annual basis thereafter.
- 7.4.3 The Director of Education reserves the right to refuse to allow a contracted driver to transport students if a Driver's Abstract has not been confirmed.

700.2 (7.5) Information Management – Driver Abstracts

- 7.5.1 Driver Abstracts for new and current bus drivers shall be maintained at the Bus Depot in Gander.
- 7.5.2 Driver Abstracts shall be destroyed in accordance with policies and procedures developed by Nova Central School District.
- 7.5.3 Confirmation of the completion of Driver Abstracts by contracted service providers shall be maintained at the district office.
- 7.5.4 Information obtained through a Driver's Abstract is confidential and shall only be used for the purpose intended.

700.2(7.6) Adjudication

- 7.6.1 Driver abstracts which reflect charge(s) or conviction(s) for an individual shall not automatically lead to the disqualification of the driver.
- 7.6.2 Where information is received on a Driver's Abstract of a charge or conviction, the Assistant Director of Education for Human Resources, in consultation with the Director of Education, shall review the information and consider the circumstances of the offence, including the following factors:
 - a) The length of time since the offence was committed.
 - b) Whether the offence was committed while the individual was employed or on contract with Nova Central School District.
 - c) The relevance of the charge(s)/conviction(s) to the employment position, and the risk posed to students or other employees.
 - d) The rehabilitative actions or other efforts undertaken by the individual.

- 7.6.3 Where there are issues of concern, the Director of Education in consultation with the Assistant Director of Education (Human Resources) shall make a final determination concerning the suitability of an individual and may:
- a) Decline to confirm an offer of employment.
 - b) Initiate termination of employment.
- 7.6.4 Where an individual is unable to obtain a satisfactory Drivers' Abstract and/or provides information to the district of a criminal charge or conviction, the case shall be adjudicated by the Assistant Director of Education (Human Resources) or his/her designate, and the Director of Education. The Director of Education shall approve in writing the employment or placement/internship of any individuals with criminal charges or convictions.