

Section IV

Part 2

Renewals, Reimbursements and Drivers Licenses

Renewals

It is your responsibility to renew your employment requirements in accordance with the expiry date and we are counting on you to ensure your documentation is kept up to date. This is important to the safety of the individuals we support, yourself, and is a licensing requirement. It is also important to you because any pay raise due to you will not be processed if documentation is outstanding. Your raise will only become effective the date the documentation is received in the office. These raises are not retroactive. (*See Section IV, Part 1.*)

For First Aid Certificate Renewals

A letter from Employee Services will notify you when your First Aid Certificate is expiring. We will give you plenty of notice to book a course. In our letter to you we outline the procedure to follow and tell you how to apply for your reimbursement.

If you are required by the CLS to renew your First Aid Certificate we will reimburse you for 100% of the cost of the course and you will be paid for your time to attend the course (up to 7.5 hours). To receive your reimbursement, please send in your receipt and a copy of your renewed First Aid Certificate. Employee Services will process your reimbursement. Fill out the actual day(s) and hours you attended training at your course on a First Aid Payroll Timesheet. Have your Coordinator initial the First Aid Payroll Timesheet and they will submit it to the office along with your regular timesheet. Do not record first aid training hours on your regular timesheet as they will not be reimbursed. Your reimbursement and pay for hours will be included on a subsequent pay cheque.

As per Residential Care Regulations, CLS requires the “First On The Scene: Emergency First Aid for Adult Residential Care” course offered through St. John Ambulance; or approved equivalent.



**You are
reimbursed 100%
of the cost for First
Aid Certificate
renewals.**

If you fail the course you will be responsible for all costs of repeating the program. Please note, CLS does not reimburse the cost of First Aid training for new employees.

Relief employees must have worked 250 hours in the 12 month period prior to the renewal of their first aid to be eligible for reimbursement of course costs and payment for a training shift.

Driver's Licenses

Licensing Types

Class 7 (N)—For new drivers there is a graduated licensing program in place and it takes between 21 months to 30 months to complete. The holder of a Class 7 license is in the Novice Stage of the Graduated Licensing process and as such there are restrictions that must be followed. You are responsible to inform your Coordinator if you currently hold a Class 7 (N) license. The following are the restrictions for Novice Driver's as outlined by the Insurance Corporation of British Columbia:

- Display an N sign: When driving, the N sign must be displayed at the back of the vehicle so drivers behind can see it.
- Not drink and drive: There must be no alcohol in the body of a Novice Driver when they are driving.
- Carry only one passenger: Novice Drivers are limited to one passenger unless there is a supervisor 25 years or older with a valid Class 1-5 driver's license. This restriction does not apply to immediate family members: mother, father, sister, brother, child, spouse, grandparent, including step and foster relationships.

It is of the utmost importance that any Novice Driver who is given permission to drive a CLS vehicle, display the N sign at all times in accordance with the regulations as defined by the Graduated Licensing program.

Failure to display the N at the appropriate time could void the collision and liability insurance for the vehicle. CLS could be held liable for damages if a collision were to occur that was deemed to be the fault of the employee driving the CLS vehicle if the N is not properly displayed.

Novice drivers may not be confident to drive for work, therefore it is at the discretion of the Director and the Coordinator as to whether a Novice Driver will be granted permission to drive on behalf of the CLS.

Class 5—This is the most common class of driver’s license. It permits the operation of any two-axle passenger vehicle, as well as limited speed motorcycles such as mopeds and mini-scooters.

Class 4 Restricted—Within the context of the CLS, a Restricted Class 4 is needed to drive a “special vehicle” to transport people with disabilities. This is a vehicle designed or modified to carry 10 people or less, including the driver. A Class 4 Restricted license is used within the CLS at specific locations.

Class 4 Unrestricted—A Class 4 Unrestricted license is used within the CLS at specific locations where a vehicle is designed or modified to carry 10 people or more, including the driver.



**3 month grace
period to obtain
the Class 4 License.**

Reimbursement Procedures

All staff who drive CLS vehicles must have a valid driver’s license. Class 4 licenses are required for specific locations.

If you hold a Class 5 license, you can start the Class 4 license process. You generally have a three month grace period from your hire date and/or status change date to submit a copy of your Class 4 license to your Coordinator and Employee Services, and the time frame is outlined in writing to you. The CLS understands that obtaining the license is a difficult process, the tests leave little margin for error, and preparation and study are needed. We also understand that booking a road test can require a wait period. Given these considerations, we recommend you begin the process as soon as you can, and communicate to your Coordinator and Employee Services your progress and efforts toward license completion.

Upon successful completion of the written test you receive an Interim “Learners” license. Upon successful completion of the road test and medical form, you receive a Permanent “photo” license. The CLS will reimburse you \$100.00 once Employee Services receives a copy of the “photo” license. Interim driver licenses are not sufficient to receive the reimbursement.

License Completion Follow-up

If your license is overdue without reasonable rationale, you will be subject to a similar warning process that is in place currently for other missing employment documents (see Section 2, Part 1 - When You Join the CLS). This includes the withholding of pay raises due, if employment documents are outstanding.

Once a copy of the Interim “Learners” license is received at the office (valid for about a year), you will no longer have any eligible pay raises withheld. If you were eligible for a pay raise it would be made retroactive to the date the license was received by Employee Services. Your Coordinator, and Employee Services will then communicate with you on a regular basis to ensure that the “photo” Class 4 is obtained and the process is completed in a timely manner. The formal warning process will continue to ensure final Class 4 license submission and/or renewal.

As with other conditions of employment, accommodations and exemptions can be put in place when necessary, but these need to be reviewed and approved with the Coordinator, Regional Coordinator and Employee Services.

License Renewals

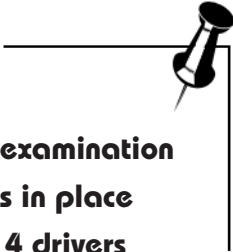
Class 5 and Class 7 (N)—When your Class 5 or Class 7 (N) license expires, it is your responsibility to renew your license. We will issue you a reminder letter with ample notice prior to the license expiration date. If a copy of your Interim license or renewed Driver’s license is not received in the office by the day after it has expired, you must not drive for the CLS. Employee Services will contact both your Coordinator(s) to ensure you are not driving for the CLS. If as a result, relief staff must be scheduled to cover your shifts, you will not be paid for missed shifts.

If your license continues to be overdue, you will be subject to the warning process that is in place currently for other missing employment documents (see Section II Part I When You Join the CLS). This includes the withholding of pay raises due, if employment documents are missing.

Class 4— When your Class 4 license expires, it is your responsibility as a CLS employee to renew your license. If your Class 4 is required for work, we will issue to you a reminder letter with ample notice prior to the license expiration date.

Through Motor Vehicles, there is an age medical examination schedule that is required for Class 4 drivers:

- at time of application,
- every 5 years for drivers 18 to 45 years of age,
- every 3 years for drivers 46 to 65 years of age,
- every year for drivers 66 or older.



**Medical examination
schedules in place
for Class 4 drivers**

CLS will reimburse the processing fee and up to \$80 for the medical examination for Class 4 renewal upon submission of receipts to Employee Services. If you have had a recent complete medical examination, check with your doctor to see if you can obtain a copy that will comply with motor vehicle requirements and may cost you less money.

Relief employees must have worked 250 hours in the 12 month period prior to the renewal of their Class 4 drivers license to be eligible for reimbursement.

Reimbursement for Use of Personal Vehicles

When authorized by your Coordinator or Director, we will reimburse you for the use of your personal vehicle on CLS business at a rate determined by the Society, which is based on a market comparison. You must not use your personal vehicle where a CLS van is available unless absolutely necessary or asked to do so by your Supervisor. If you do use your personal vehicle to transport supported individuals, or for any other CLS business, you are asked to comply with the following:

- You must have submitted a valid Driver's Abstract.
- You must have a valid Driver's License.
- You must have appropriate insurance coverage before using your vehicle to provide transport for any individuals supported by the CLS. Our insurance representatives suggest that everyone should carry at least \$3 Million in third party public liability. CLS does not subsidize this. However, if you are using your personal vehicle to provide transportation to supported individuals or for work at CLS more than 6 times per month you are required to have appropriate business insurance and, where authorized, CLS will subsidize this additional cost. Reimbursement procedures are available through your Coordinator and must be approved by your Director. Relief staff must work a minimum of 250 hours in the year prior to insurance renewal to qualify for any insurance subsidy.
- Moving violations and tickets will be paid for by the person driving the vehicle at the time they are incurred. CLS does not reimburse for fines.
- You are required to record all mileage on the "Mileage Log" available through your Coordinator, giving details of the date, destination and purpose of travel. You must transfer the total kilometres from the mileage log to the payroll timesheet and submit both the log and the timesheet to your Coordinator for

approval. Reimbursement for mileage will be included on your pay cheque. Any trip longer than normal must be authorized in advance by your Coordinator as transportation budgets are limited. Reimbursements are for business use only and do not include travel costs to or from work.

Other Reimbursement Requests

If you incur expenses while performing duties for CLS, bring it to your Coordinator's attention. Each expenditure will be reviewed on an individual basis.

If you participate in swimming activities on the job, reimbursement requests for swimsuits and non-slip pool shoes are provided, up to a maximum of \$70 per year for both items combined. Reimbursement procedures are available through your Coordinator. Relief employees must have worked 250 hours in the 12 month period prior to the last swimsuit/non-slip pool shoes reimbursement to be eligible for this subsidy.

If Your Documentation Has Expired

If you have let your documentation expire despite our friendly reminders, our policy is to notify your Coordinator and Director who will request that you:

- make immediate arrangements to submit the required documentation to Employee Services and notify Employee Services that it is on its way. If Employee Services does not hear from you after a reasonable period this may be followed by,
- a written warning giving you a designated grace period. If you still have not taken the appropriate action this may be followed by,
- written confirmation of a designated suspension from work without pay. If the documents are still not received this may be followed by,
- termination of your employment with the CLS.

Please be advised that any pay raise due to you will not be processed if documentation is outstanding. Your raise will only become effective the date the documentation is received in the office.