

TOWN OF TWO HILLS



Policy Number: 2008-14
Date of Issue: April 14, 2008
Policy Subject: **OPERATORS LICENSE**

POLICY STATEMENT:

The purpose of this policy is to protect the Town's legal liability.

PROCEDURES:

All new employees shall provide an operators license abstract to the Town if the employee on any occasion will be operating a Town motor vehicle. Said abstract must be received prior to commencement of duties.

The Town Administrator may request from any employee, who on occasion will be operating a Town motor vehicle, an operator's license abstract. This abstract is to be provided at the employee's expense.

Definition:

New Employees:

Includes any employee who may, or may not, have been in the employ of the Town at a previous time.

MAYOR

ACTING CHIEF ADMINISTRATIVE OFFICER

