Drivers License Reference Log

Campus:_____ Page ____ of ____

CNA Assigned Employee Driver's Reference Number	Date	Full Name	Driver's license Number	Class(s) *all classes must be listed	Proof of license provided *Yes/No	Drivers license expiry date	Read and understand the privacy notice below

Note:

1.) The CNA assigned employee driver's reference numbers shall be assigned to all users of College vehicles upon presentation of proof of Driver's license. With the exception of students using vehicles as part of training.

2.) This number must be enter in the vehicle logs under the section of CNA assigned employeedriver's reference number. Vehicle logs are kept in the respective vehicle or with the persons issuing keys for use.

3.) CNA assigned employee driver's reference number can be listed in the manner that best suites the campus. Most locations have been using the campus short mane (ie: BV for Baie Verte) followed by a numeric listing. (example: BV-01, BV-02). Other locations have been using individuals initials and only listing additional numerical is the initials repeat for the campus. (example: JD-01 for John Doe)

4.) License reference logs are to be sent to Headquarters on a quarterly bases to the attention of Leona Mitchell. Due to the fact that the contents contain private information the preferred method of transmitting would be via email.

Privacy Notice:

The personal information that you provide to College of the North Atlantic is collected under the authority of the College Act, 1996 and the Access to Information and Protection of Privacy (ATIPP) Act. The facilities department is collecting your personal information for the purpose of ensuring that you hold a current and valid drivers license with the appropriate class of license relating to the vehicle being used. Your personal information may be used for insurance purposes and may be disclosed to our insurance provider.