

This procedure is in place to comply with an agreement between the Government of Alberta and Pembina Hills Public Schools to gain access to personal driving and motor vehicle information.

Procedure

1. Bus Drivers sign a Driver's Abstract Consent Form.
2. Consent forms are checked for accuracy by the Director of Transportation and/or designate.
3. The request for each driver's abstract is sent to the Registrar of Motor Vehicles Services.
4. Upon receipt from Motor Vehicles Services, driver abstracts are reviewed and filed in the driver's file in the Support Services building in Barrhead.
5. Driver abstracts are kept on file for one (1) year in accordance with National Safety Code requirements.
6. Record destruction process: following the Record Retention Schedule, records to be destroyed are to be placed in the Recycle Bins to be shredded.

Reference

[AP 30-55 Record Retention Schedule](#)
[Form 7-102-A Driver Abstract Consent](#)