

	POLICY	
	HR-126 Suspension of Helming Duties	
	Original Date	Revision Date
	June 16, 2018	October 1, 2025

Policy

A member who is prohibited from driving a motor vehicle due to medical condition or a prohibition directed by the police, courts or other lawful authorities, will also be prohibited from helming RCMSAR vessels.

Reason for Policy

The prohibition from driving creates a potential legal liability to the organization.

A prohibition from driving creates the potential for operational safety and reputational risks to the organization.

Definitions

Member – For the purposes of this policy the term “member” includes both volunteers and employees of RCMSAR.

Appropriate authority – For the purpose of this policy, appropriate authority is any person or institution that has the authority to issue a suspension of motor vehicle driving privileges.

Prohibition – For the purpose of this policy, prohibition is the suspension of driving privileges based on the determination or discretion of an appropriate author.

Guidelines

1. A member who is prohibited from driving shall:
 - a. Report that they have been prohibited from driving a motor vehicle and the length of prohibition from driving to their Station Leader or immediate supervisor.
 - b. The station will remove the helming responsibilities of the driving prohibited member and inform the Manager, Human Resources.
 - c. Upon the lifting of the prohibition, the member will inform their Station Leader or immediate supervisor. The Station Leader will discuss reinstatement of helming responsibilities with the Manager, Human Resources, for recommendation to the CEO.
 - d. In the case of a Station Leader a report must be made to the Manager, Human Resources Manager, who will discuss with the CEO his / her direct engagement.
2. Failure to report a prohibition of driving privileges will be viewed as a breach of trust and may result in disciplinary action up to and including dismissal.
3. Reinstatement of helming privileges following the end of the prohibition will be subject to the joint discretion of station leadership and RCMSAR HQ.
4. Suspension from helming duties because of a driving prohibition does not preclude a member from performing other crew functions or roles.


Bill Riggs (Oct 1, 2025 14:36:46 PDT)