



Institutional Compliance

Phone 403.320.3361

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DRIVER'S DECLARATION

This form is now administered online using Office 365 forms.

What this form is for:

This form is a requirement of the [Driving on College Business SOP](#) and must be completed by all individuals who have been authorized to drive on College business or will be driving a College-owned vehicle while participating in a CCE course (e.g. motorcycle training).

NOTE:

This form must be completed before the date on which the driver first drives on College business or their course begins.

Drivers are responsible to update their information as needed by submitting a new form.

Instructions:

If you have a Lethbridge College email address:

Employees and current students with Office 365 credentials must use this [link](#) to complete the online form and attach a driver's abstract if required*.

If you do not have a Lethbridge College email address:

Volunteers and CCE course participants that do not have Lethbridge College Office 365 credentials should use this [link](#) to complete the online form. If a driver's abstract is required please submit it by email to compliance@lethbridgecollege.ca.

Retention:

This form and accompanying documents will be securely stored by Institutional Compliance for as long as the driver is authorized to drive on College business.

Form Help

For assistance with this form please email compliance@lethbridgecollege.ca.

*** Driver's Abstract Requirement**

Drivers hired after September 1, 2019 that will transport students or minors, and employees that are hired for the primary purpose of driving passengers must submit a current driver's abstract with their declaration form.