

CHAUFFEURS PERMITS

Frequently Asked Questions

What is the purpose of a Chauffeur's Permit?

The primary purpose for the issuance of a Chauffeur's Permit is to ensure the regulation of chauffeurs for the welfare of the public and citizens of Campbell River. Legal requirements for these applications are specified at section 36 of the *Motor Vehicle Act* and the City of Campbell River's Chauffeur's Licensing Bylaw No. 2742, 1999. The City of Campbell River is one of many municipalities to have adopted such a bylaw.

Who regulates and issues Chauffeur's Permits?

Under the Chauffeur's Licensing Bylaw, Council has provided for the regulation and for the issue of permits to chauffeurs by the chief of police. In Campbell River, the Officer in Charge (OIC) of the RCMP detachment regulates and issues Chauffeur's Permits.

How do I apply for or renew a Chauffeur's Permit?

The process for applying for and renewing a Chauffeur's Permit set out below is for general guidance and does not replace by-laws or other regulations.

A. Chauffeur Permit Application Process:

The applicant completes and submits a Chauffeur Permit Application and must provide the following information/documentation:

1. Place of employment OR prospective employment is required;
2. Current Drivers Abstract (BC Access Centre);
4. Completed Police Information Check application and fee payment based on the fee schedule in the Miscellaneous Fees and Charges Bylaw (currently \$42.00 inclusive of GST); and
5. Two pieces of ID: Driver's License (Class 1 or 4) and secondary Government Identification.

B. Chauffeur Permit Renewal Process:

The applicant completes and submits a Chauffeur Permit Application and must provide the following information/documentation:

1. Chauffeur Permit from previous year;
2. Current Drivers Abstract (BC Access Centre);
3. Two pieces of ID: Driver's License (Class 1 or 4) and secondary Government Identification.

What happens once I submit my completed application to the RCMP?

The Police Services department completes the Police Information Checks for review by the OIC. One of the checks conducted on an applicant applying to work in a position where they will be in contact with a vulnerable person is a vulnerable sector check. If an applicant's gender and date of birth match to a pardoned sex offender, then the applicant will be requested to attend at the RCMP detachment to submit fingerprints for verification by Ottawa. A fee, currently \$25.00, is payable at that time to the Receiver General for the fingerprint verification.

Can a Chauffeur's Permit be refused, suspended or cancelled?

Yes. In accordance with section 36 of the *Motor Vehicle Act* and the Chauffeur's Licensing Bylaw, if the police chief of the municipality, on proof to his or her satisfaction, believes that a person, because of his or her use of or dealing in intoxicants or narcotic drugs or any other reason, is unfit to act as a chauffeur, the police chief may refuse, suspend or cancel the permit. An appeal lies to the council of the municipality from a refusal, suspension or cancellation.

When are Chauffeur's Permits issued and when do they expire?

Chauffeur's Permits expire two (2) years after the date of issue. To ensure that permits are issued without delay, it is recommended that applicants submit their application for or renewal of a Chauffeur's Permit to the RCMP detachment no later than 30 business days prior to the expiration of the current permit.

Where can I find additional information about Vulnerable Sector Checks?

<http://www.rcmp-grc.gc.ca/cr-cj/vulner/index-eng.htm>
<http://www.rcmp-grc.gc.ca/cr-cj/vulner/faq-eng.htm>



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Questions?

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