

CITY OF COMMERCE ADMINISTRATIVE POLICIES

DRIVER'S LICENSES

1.0 PURPOSE

- 1.1 Provide a standardized procedure for evaluating the driving record of prospective employees prior to employment in positions requiring operation of City vehicles or a personal vehicle of City business.**
- 1.2 Establish the criteria under which an existing employee's driving record will be evaluated.**
- 1.3 Provide minimum standards of qualifications for operating City vehicles or a personal vehicle on City business.**

2.0 POLICY

- 2.1 Any employee who will be driving a City vehicle must hold a valid Texas State Driver's License.**
- 2.2 All new employees who will be assigned work entailing the operating of a City vehicle will be required to submit to a Department of Motor Vehicles driving records' check as a condition of employment.**
- 2.3 Such check will be processed by the Police Department/Texas Department of Public Safety.**
- 2.4 An applicant can be disqualified for a position on the basis of a poor driving record.**
- 2.5 The City will annually check the driving record of all employees who frequently drive City vehicles (at least once a week).**
- 2.6 Any employee operating a City vehicle must notify his/her Department Head in those cases where his/her license is expired, suspended or revoked and/or who is unable to obtain the required license from the Texas Department of Public Safety.**
- 2.7 If an employee fails to report such an instance, he/she is subject to disciplinary action, including demotion or termination.**
- 2.8 An employee who fails to immediately report such revocation or suspension to his/her Department Head and continues to operate a City vehicle will be subject to possible termination.**

3.0 DEFINITIONS

- 3.1 The term "Driving Record Event," will be defined as a conviction of a moving traffic violation, e.g., speeding, turning or passing violations, etc., or being involved in an at fault motor vehicle accident. Equipment violations, such as defective lights, parking violation, etc., are not considered as violations of the purpose of being identified as a "Driving Record Event."
- 3.2 Motor Vehicle Driving Record Check (MVR) is a driving record check requested through the Texas Department of Public Safety in Austin.
- 3.3 Driving While Intoxicated (DWI)
- 3.4 Driving Under the Influence - Drugs/Alcohol (DUID/DUI)
- 3.5 Driving While License Suspended (DWLS)
- 3.6 Reckless Driving: Any person who operates any vehicle in a willful or wanton disregard for the safety of persons or property.
- 3.7 Employee: Any individual employed by the City of Commerce.

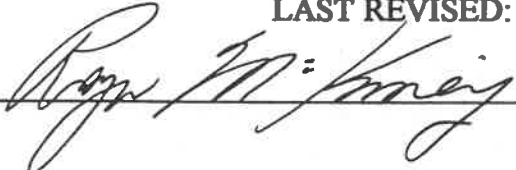
4.0 MINIMUM MVR STANDARDS

- 4.1 Two or less events within the preceding thirty-six (36) month period will permit an employee to operate a City vehicle or a personal vehicle on City business.
- 4.2 Three or more events within the preceding thirty-six (36) month period disqualifies the employee from operating a City vehicle or a personal vehicle on City business. The City will attempt to place that employee in a position that does not require operation of a vehicle as part of their work related duties. If there is not a position available at the time of the MVR report, the employee will be terminated.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in black ink, appearing to read "Ray M. King", is written over a horizontal line.

Drivers.adp