

DRIVERS LICENSE HISTORY CHECK POLICY

1.0 PURPOSE

To establish procedures for reviewing the driver's license history for an applicant and regular employee, and to ensure that the applicant/employee is able to fulfill the driving requirements of the position for which he/she may be employed.

2.0 ORGANIZATIONS AFFECTED

All departments and divisions.

3.0 POLICY

The City of Wilson has the responsibility of providing a safe work environment for employees and for the citizens of the City. An employee's driving history shall be completed on all final applicants who may be required to operate a city-owned or leased vehicle. Once employed, random driver histories will be conducted on those employees who may be required to operate a city-owned or leased vehicle.

4.0 RESPONSIBILITY

- 4.1 The Personnel Department, through the Safety and Health Office, has the responsibility to have driver's histories completed on all final applicants whose position requires the operation of a city-owned or leased vehicle to ensure the applicant has a safe driving record.
- 4.2 The Personnel Department, through the Safety and Health Office, shall complete annually random driver's histories on all employees, who are in a position which requires the operation of a city-owned or leased vehicle.
- 4.3 Supervisors are responsible for ensuring that their employees are properly licensed at all times to operate city-owned or leased vehicles.
- 4.4 Employees having had their license revoked or suspended for a motor vehicle violation shall immediately inform their supervisor, who in turn shall notify the department head and the Personnel Department and shall not operate a city-owned or leased vehicle in violation of the State of North Carolina's motor vehicle laws.

5.0 PROCEDURES

- 5.1 A request for a driving history shall be completed for applicants, who are being considered for a position which requires the operation of a city-owned or leased vehicle prior to their formal notification of employment. The Safety and Risk Manager shall develop standards

for evaluation of applicant's driving history and these standards shall be approved by the Risk Management Committee.

- 5.2 A random sample of employees who are required to operate city-owned or leased vehicles shall have their driving histories completed annually. Additional driving histories may be obtained in order to determine the condition of the employee's record. Each driver's history shall be kept on file for a period of at least three years.
- 5.3 Any employee receiving a motor vehicle violation which results in the suspension or revocation of his/her license must immediately inform his/her supervisor, who shall in turn notify the department head and the Personnel Department.
- 5.4 In the event that any employee has his/her license suspended or revoked, he or she may be terminated, demoted or placed in a non-driving position for a specified period of time, until the license has been reinstated and shall not operate a city vehicle, owned or leased until properly licensed.
- 5.5 An employee whose license has been suspended or revoked for any period of time shall have their employment status reviewed by the department head. The department head shall have the option to: transfer the employee to an available position which does not require a license; demote the employee; or terminate the employee; and/or take any other action which will result in the employee not operating a city vehicle. Any decision made as a result of a license suspension or revocation for an infinite period of time must be reviewed by the Personnel Director and approved by the City Manager prior to the action occurring.
- 5.6 Failure of an employee to inform his/her supervisor of the suspension and/or revocation will result in disciplinary action up to and including termination.
- 5.7 All department heads shall be responsible for furnishing the Personnel Department with an annual list of operators of city-owned or leased vehicles with the type license required by each.
- 5.8 The Safety and Risk Manager will be responsible for requesting a random sample of employee driving histories and maintaining these records in the employee's personnel file.