



ADMINISTRATIVE PROCEDURE

SUBJECT: EMPLOYEE DRIVER'S LICENSE	Number <u>I-11</u>	<u>Effective Date:</u> Issued: <u>7/15/89</u> Revised: <u>11/15/00</u>	Page 1 of 2
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PURPOSE:

The purpose of this policy is to describe District procedures for monitoring and enforcing the requirement that, employees in job classifications which require possession of a valid California driver's license and a satisfactory driving record, maintain this status while operating a motor vehicle.

POLICY:

It is the policy of the Contra Costa Water District that all employees in job classifications, which require possession of a valid California driver's license and a satisfactory driving record do the following:

1. Maintain a valid driver's license while operating a District vehicle or their own vehicle while on District time, and
2. Disclose to their immediate supervisor the suspension of their driver's license for any reason, or other significant events relating to their driving record, at the time such suspension or event occurs.
3. Employees in job classifications which require possession of a commercial driver license (Class A or B) must comply with items No. 1 and 2 above, as well as complete the commercial licensing and testing requirements and be physically examined by an American Medical Association Board-certified doctor of medicine or osteopathy every two years to assure physical ability to drive a commercial vehicle.

Failure of employees to comply with the aforementioned requirements will be considered by the District as grounds for possible disciplinary action.

PROCEDURE:

1. The Human Resources Division will obtain driver's license information on all newly hired employees required to have a valid California Driver's License and run an initial DMV check. The Human Resources Division will also run periodic rechecks of license status where appropriate and receive automatic notification of significant developments under the public agency "pull notice" system.
2. The Human Resources Division will discuss any significant developments, such as license suspensions, with the employee's supervisor and recommend what course of action should be taken. Each situation is reviewed on a case-by-case basis.
3. Where necessary, supervisors will discuss employee driver's license problems with the employee directly and/or request copies of documents to verify the employee's legal right to drive.

RESPONSIBILITY:

1. It is the responsibility of the Human Resources Division to obtain driver's license information from the DMV, review individual problems with the employee's supervisor and generally oversee the monitoring of driver's license status.
2. It is the responsibility of supervisors to notify the Human Resources Division if the supervisor becomes aware of a suspension or other significant event affecting an employee's driving privileges or validity of their license.
3. It is the responsibility of individual employees in job classifications requiring such to maintain a valid driver's license and good driving record and to immediately disclose to their supervisor suspensions or other significant events affecting their driving privileges or validity of their driver's license, and generally cooperate with supervisory efforts to investigate or monitor same.

APPROVED:



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