



ADMINISTRATIVE PROCEDURE

SUBJECT: EMPLOYEE DRIVER LICENSE	Number <u>I-11</u>	Effective Date: Issued: <u>07/15/1989</u> Revised: <u>11/15/2000</u> Revised: <u>08/16/2019</u>	Page 1 of 2
---	-------------------------------------	--	--------------------

PURPOSE:

To ensure motor vehicle safety, a valid driver license and a satisfactory driving record is a compliance requirement for employees in job classifications which require possession of a valid California driver license (CDL) and for all employees while driving a District vehicle at any time or a personal vehicle on District-related business. Any applicable variances are to be reported immediately.

POLICY:

Employees in job classifications which require possession of a valid CDL and employees who drive a District vehicle at any time or a personal vehicle on District-related business must do the following:

1. Maintain a valid CDL;
2. Immediately disclose to their supervisor and to the Human Resources & Risk Division the suspension or revocation of their driver license for any reason, or other significant events relating to their driving record or license status. Employees who receive CDL incentive pay are not entitled to CDL incentive pay while their license is invalid and therefore are subject to reimbursing the District for any such monies erroneously received; and
3. Employees in job classifications which require possession of a commercial driver license (Class A or B) must also complete the California Department of Motor Vehicles (DMV) commercial licensing and testing requirements and be physically examined by a medical examiner listed on the National Registry of Certified Medical Examiners every two years or as required.

Employees who fail to comply with the aforementioned requirements will be subject to disciplinary action, up to and including termination.


PROCEDURES:

1. The Human Resources & Risk Division will obtain driver license information on all newly hired employees required to possess a valid CDL and initiate a license check. The Human Resources & Risk Division will also run periodic rechecks of license status where appropriate and receive automatic notification of significant developments under the State of California DMV Employer Pull Notice Program.
2. The Human Resources & Risk Division will discuss significant developments, such as license suspensions or revocations with the employee's supervisor and recommend an appropriate course of action. Each situation is reviewed on a case-by-case basis.
3. Where necessary, supervisors will discuss employee driver license issues with the employee directly and/or request copies of documents to verify the employee's legal right to drive.

RESPONSIBILITIES:

1. It is the responsibility of the Human Resources & Risk Division to obtain driver license information from the DMV, review individual issues with employees and their supervisor, and generally oversee the monitoring of driver license status.
2. It is the responsibility of employees and supervisors to notify the Human Resources & Risk Division upon becoming aware of a suspension, revocation, other significant event affecting an employee's driving privileges such as the, validity of their license, and/or satisfactory driving record.
3. It is the responsibility of employees in job classifications requiring a valid driver license and for employees who drive a District vehicle at any time or a personal vehicle while on District-related business, to maintain a satisfactory driving record and immediately disclose to their supervisor a suspension, revocation, or other significant event affecting their driving privileges or validity of their driver license, and generally cooperate with supervisory efforts to investigate.

APPROVED:



Jerry Brown
General Manager