

## DRIVER'S / OPERATOR'S LICENSE VERIFICATION – CONDITION OF EMPLOYMENT

### POLICY:

It is the policy of the Omaha Police Department to comply with the [City of Omaha](#) “Driver’s Licenses (CDL & Non-CDL) – Review, Verification & Revocation” policy.

### PROCEDURE:

#### I. Verification of Driver’s License

- A. As stated in City policy, any employee, both sworn and non-sworn, who is required to have a valid Motor Vehicle Operator’s License as a condition of employment, shall complete a City of Omaha “Verification of Driver’s License and Authorization for Release Form – Policy 33” immediately when their operator’s license is renewed, their class of license changes, their endorsements/restrictions change, and/or their address changes.
  - 1. This requirement applies to full-time, part-time, and seasonal employees.
  - 2. The respective employee’s supervisor shall maintain copies of the completed form and the original shall be sent to City Human Resources Department.
- B. Blank verification forms may be found on the City of Omaha’s Human Resources website under the [Safety](#) section. Forms may also be obtained from the non-sworn employee’s immediate supervisor or from the CDL/Safety Instructor (if applicable).
- C. The City of Omaha Human Resources shall review, on an annual basis, the driver’s abstract of employees whose positions require a valid driver’s license. This will determine whether the employees have complied with the policy and are in possession of the proper driver’s license for the job they hold.
  - 1. Human Resources has the right to monitor and review employees’ driving records on a more frequent basis, if necessary.
  - 2. If the review determines an employee does not possess the proper driver’s license or a past reporting problem is uncovered, the Human Resources Department will contact the respective employee’s department to determine what action to take.
  - 3. From time to time, the employee’s direct supervisor may also require an employee to produce their driver’s license to ensure the employee possesses a proper, valid license.
- D. Employees shall be familiar with their job classification and whether or not a valid operator’s license is required. All licensing requirements are listed in individual job classifications.

#### II. Immediate Notification Required

- A. Employees who are required to have a valid Motor Vehicle Operator’s License as a condition of employment shall immediately notify their immediate supervisor by Inter-Office Communication if their driving privileges and/or license is at any time suspended, revoked, cancelled, impounded, or in any other way removed by the State of Nebraska or any other state.
  - 1. Employees shall also immediately report a citation for Driving Under the Influence and/or Driving While Intoxicated, even if the citation is not associated with an immediate loss of driving privileges.

2. Employees shall fill out the “Notification Form – Loss of Driving Privileges – Policy 33” form and send the form to their supervisor. The form may be found on the City of Omaha’s Human Resources Department website under the [Safety](#) section.
  3. Failure to promptly report loss of driving privileges may result in discipline, up to and including termination.
- B. Supervisors who become aware of a violation of this policy shall take action as described in [City Policy #33 \(Driver’s Licenses \(CDL & Non-CDL\) – Review, Verification & Revocation.](#)”
  - C. For more information on procedures or requirements, employees and/or supervisors shall refer to City Policy #33 on the City of Omaha’s Human Resources website, under the [Human Resources Policies](#) section.

**REFERENCES:**

**I. Previous OPD General Orders**

- A. Previous General Orders: #25-94, 17-11, 12-18, 25-19, and 12-24.

**II. City of Omaha Human Resources Policies**

- A. [City of Omaha Human Resources](#) “Driver’s Licenses (CDL & Non-CDL) – Review, Verification & Revocation” Policy.

**III. Other**

- A. PPM Monthly Update #9-2024.