

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

### POLICY:

It is the policy of the Omaha Police Department (OPD) to comply with the [City of Omaha](#) Human Resources (HR) Department "Driver's Licenses (CDL & Non-CDL) – Review, Verification & Revocation" policy.

### PROCEDURE:

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

- A. As stated in City policy, ALL employees (to include part-time and seasonal employees) who are required to have a valid Motor Vehicle Operator's License as a condition of employment, shall immediately notify the City of Omaha Human Resources Department (HR) when their operator's license is renewed, their class of license changes, their endorsements/restrictions change, and/or their address changes.
- B. License status updates may be documented using the Infor Employee Portal, available via the DOTComm Okta page under "My Apps."
- C. City HR reviews 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 license for the job they hold.
  1. City HR 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, City HR 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, available on the [City HR website](#).

#### 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 if:
  1. 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.
  2. They receive 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.
- B. Employees shall fill out the form that is attached to City HR Policy #33 "Notification Form – Loss of Driving Privileges – Policy 33" form and provide the form to their supervisor.
  1. Failure to promptly report loss of driving privileges may result in discipline, up to and including termination.

- C. 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.](#)
- D. 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 Orders

- A. Previous General Orders: #25-94, 17-11, 12-18, 25-19, 12-24, and 90-25.

### 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 #09-2024.