

	Administrative Regulation	
	Policy#	11.1
	Effective:	05/14/2019
	Revised:	06/27/2025
Driving Eligibility		Owner: Human Resources

Note: Terms in ***bold and italics*** throughout this policy are defined below.

Purpose:

The purpose of this administrative regulation is to establish the qualifications and requirements for individuals to be authorized to drive on City business.

Scope:

This regulation applies to all individuals who may be authorized to drive on City business. City supervisors are responsible for enforcing this policy and must ensure that all individuals authorized to drive are notified of the policy and the potential consequences of violations.

Policy:

It is the policy of the City to ensure that all operators of a motor vehicle used on official City business are qualified and drive safely. The City will review the driving records of individuals whose essential job duties include operating a motor vehicle or driving a City-owned vehicle. Failure to maintain an acceptable driving record may result in loss of authorization to drive on City business or operate a City-owned vehicle, which could affect job status and may lead to disciplinary action.

Procedure:

1. Authorization to Drive

- 1.1. Authorization to drive on City business is contingent upon ***drivers*** meeting the following criteria.
 - 1.1.1. Drivers must be at least 18 years of age.
 - 1.1.2. Drivers must possess (or obtain within 30 days) a valid Oregon driver's license with the proper class of license for the equipment operated. Employees who will not establish Oregon residency should contact Human Resources/Risk Management for a possible exception.
 - 1.1.3. Drivers in positions with duties requiring a commercial driver's license (CDL) must comply with the City's federally mandated Commercial Driver's License (CDL) program.

2. Driving History

- 2.1. The City may monitor all private and business **motor vehicle records (MVR)** for any individual in a position where driving is an essential function. The MVR will be kept confidential, pursuant to ORS requirements.
- 2.2. The City may enroll individuals with driving as an essential function or who are authorized to drive a City vehicle in the Oregon State **DMV Automated Reporting System (ARS)**.
 - 2.2.1. This system automatically notifies the City of changes to the driving record including moving citation, moving violations, and reportable accidents.
 - 2.2.2. The City will maintain a record of individuals enrolled or unenrolled in the ARS pursuant to public record retention laws.
- 2.3. The City will use an established Driver Acceptable Matrix to determine eligibility to drive on City business and/or operate City equipment. The driving record for the previous five (5) years shall be evaluated including but not limited to the following:
 - 2.3.1. At-fault accidents
 - 2.3.2. Moving violations
 - 2.3.3. Suspensions
 - 2.3.4. DUI or DWI arrests and convictions

3. Changes in Driving Eligibility

- 3.1. Drivers with driving as an essential function and/or authorized to drive a City vehicle must refrain from driving on City business and notify their supervisor at the start of the next workday if any of the following changes in their driving record occur:
 - 3.1.1. They are cited or arrested for driving under the influence.
 - 3.1.2. If their driver's license is suspended or revoked.
- 3.2. Employees may not drive on City business until reauthorized.

4. Training

- 4.1. Employees must participate in all required pre-employment driver training, post-incident defensive driving courses, or other City-mandated driver safety programs. Employees involved in preventable accidents may be required to complete remedial driver training.

Definitions:

1. ***“Driver”*** means any employee, volunteer, intern, independent contractor or other individual who has been authorized to operate any vehicle while on City business.
2. ***“DMV”*** means the Department of Motor Vehicles.
3. ***“Motor Vehicle Records (MVR)”*** refers to the vehicle and licensing records maintained by the DMV.
4. ***“Automated Reporting System (ARS)”*** is a reporting system maintained by the Oregon DMV which automatically reports driving violations to authorized parties.

Resources:

Online Resources:

1. [ORS 802.175 – 802.191 - Oregon’s Record Privacy Law](#)
2. [Oregon DMV](#)

Standard Operating Procedures:

1. [Driver Acceptability Matrix \(SOP# 11.1.1\)](#)