

	<i>Administrative Regulation</i>	
	Driving Eligibility	Policy# 11.1
		Effective: 05/14/2019
		Revised: N/A
		Owner: Human Resources

Purpose:

The intent of this policy is to establish the qualifications and requirements to be authorized to drive on City business.

Scope:

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

Policy:

It is the policy of the City of Springfield to ensure that all operators of a motor vehicle used on official City business, are qualified to drive and drive safely. The City will check the driving record of individuals whose essential job duties include the operation of motor vehicle or drive any City-owned vehicle. Failure to maintain an acceptable driving record may result in loss of authorization to drive on City business or drive a City-owned vehicle, which could affect job status and may result in 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. Volunteers or temporary employees who will not establish Oregon residency should contact HR/Risk 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 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). This system automatically notifies the City of changes to the driving record including moving violations and accidents. 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 criteria matrix to determine eligibility to drive on City business and or to 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 shall 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. Their license is suspended or revoked.
- 3.2. Drivers may not drive on City business until authorized to do so.

4. Training

- 4.1. Employees must participate in any required pre-employment and post-incident defensive driving or other driver training. Remedial training may be provided for those involved in preventable accidents.

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. “*ARS*” means the Automated 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 \(SOP# 11.1.1\)](#)