

	<i>Administrative Regulation</i>	Policy #:	13.01
	DRIVING ELIGIBILITY	Effective:	05/14/2019
		Revised:	06/27/2025
		Owner:	Human Resources

Note: Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

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. Supervisors and managers 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 individuals who operator a motor vehicle on official City business are qualified and operate vehicles safely. The City will review the driving records of individuals whose ***essential job duties*** include operating a motor vehicle or operating 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 may impact job duties, job status, or result in disciplinary action, up to and including termination, consistent with applicable personnel policies and collective bargaining agreements..

PROCEDURE:

1. Authorization to Drive

- a. *Authorization to drive* on City business is contingent upon the ***driver*** meeting the following criteria.
 - (1) *Drivers* must be at least eighteen (18) years of age.
 - (2) *Drivers* must possess, or obtain within thirty (30) calendar days, a valid Oregon driver’s license with the appropriate class of license for the vehicle or equipment operated.
 - (i) Employees who will not establish Oregon residency must contact Human Resources/Risk Management prior to operating a vehicle on City business to determine eligibility for a possible exception.
 - (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

- a. The City may review and monitor private and business **Motor Vehicle Records (MVR)** for any individual in a position where driving is an *essential function*.
- b. Motor Vehicle Records will be maintained as confidential records in accordance with applicable Oregon Revised Statutes and record retention requirements..
- c. 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)**.
 - (1) This system automatically notifies the City of changes to the driving record, including moving citation, moving violations, and reportable accidents.
 - (2) The City will maintain a record of individuals enrolled or unenrolled in the *ARS* pursuant to public record retention laws.
- d. The City will use an established [Driver Acceptable Matrix](#), maintained as a Standard Operating Procedure, to determine eligibility to drive on City business and/or operate City equipment.
- e. The driving record for the previous five (5) years shall be evaluated including but not limited to the following:
 - (1) **At-fault accidents**
 - (2) Moving violations
 - (3) Suspensions
 - (4) DUI or DWI arrests and/or convictions

3. Changes in Driving Eligibility

- a. *Drivers from whom* driving is an *essential function*, or who otherwise authorized to drive a *City vehicle*, must immediately refrain from driving on City business and notify their supervisor no later than the start of the next workday if any of the following occur:
 - (1) They are cited or arrested for driving under the influence.
 - (2) Their driver's license is suspended, revoked, or restricted.
- b. Employees may not resume driving on City business until authorization is formally reinstated by the City.

4. Training

- a. 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:

At-Fault Accident:

A motor vehicle accident in which the driver is determined to be primarily responsible based on law enforcement reports, insurance determinations, or other credible evidence.

Automated Reporting System (ARS):

A reporting system maintained by the Oregon DMV which automatically reports driving violations to authorized parties.

City Vehicle:

Any vehicle owned, leased, rented, or otherwise provided by the City for use in conducting City business.

Authorization to Drive:

Formal approval granted by the City allowing an individual to operate a vehicle on City business, subject to ongoing compliance with this regulation.

Driver:

Any employee, volunteer, intern, independent contractor or other individual who has been authorized to operate any vehicle while on City business.

Essential (Job) Function:

A fundamental job duty of a position, as determined by the City, which may include operating a motor vehicle as a regular and necessary part of the role.

Motor Vehicle Records (MVR):

Refers to the vehicle and licensing records maintained by the DMV.

Preventable Accident:

An accident in which the driver failed to take reasonable actions to avoid the incident, as determined by the City.

RESOURCES:

Online Resources:

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

Standard Operating Procedures:

- [Driver Acceptability Matrix](#)