	Standard Operating Procedure	Policy#	11.1.1
SPRINGFIELD OREGON	**Driving Eligibility Matrix**	Effective:	05/14/2019
		Revised:	07/18/2024
		Owner:	Human Resources

PURPOSE:

This standard operating procedure is intended to help evaluate an employee's eligibility to drive pursuant to Administrative Regulation 11.1 – Driving Eligibility.

SCOPE:

This SOP applies to all individuals who may be authorized to drive while on City business.

PROCEDURE:

1. **Points**

    1.1. Points should be assessed for each violation on the employee's Motor Vehicle Record ("MVR") for the preceding five years.

    1.2. A total of 0-1 points requires no action,

    1.3. 2 points shall result in a conversation by the supervisor with the employee advising of a borderline acceptable driving record, and

    1.4. 3+ points will result in the employee losing privileges to drive on City business.

2. **Traffic crimes**

    2.1. Assign 3 points to each crime.

	Points
Driving under the influence of intoxicants (ORS 813.010 or the statutory counterpart in another jurisdiction)	
Failure to Perform the Duties of a Driver (ORS 811.700, ORS 811.705, or the statutory counterpart in another jurisdiction)	
Reckless driving (ORS 811.140 or the statutory counterpart in another jurisdiction)	
Driving with a criminally suspended or revoked license (ORS 811.182 or the statutory counterpart in another jurisdiction)	
Homicide, manslaughter, or assault arising out of the use of a vehicle ORS 163.118, 811.060, or the statutory counterpart in another jurisdiction)	

	Points
Attempting to elude a police officer in a vehicle (ORS 811.540 or the statutory counterpart in another jurisdiction)	

3. Serious traffic violations

3.1. Assign 2 points to each violation.

	Points
Driving with a violation suspended license (ORS 811.175 or the statutory counterpart in another jurisdiction)	
Careless Driving (ORS 811.135 or the statutory counterpart in another jurisdiction)	
Speed Racing (ORS 811.125 or the statutory counterpart in another jurisdiction)	
Refusal to Perform a Test pursuant to DUII Arrest (ORS 813.095 or the statutory counterpart in another jurisdiction)	

4. Traffic violations/accidents

4.1. Assign 1 point to each violation.

	Points
Speeding (ORS 811.100, ORS 811.111, or the statutory counterpart in another jurisdiction)	
At-fault accident	
Driving uninsured (ORS 806.010 or the statutory counterpart in another jurisdiction)	
Failure to obey a traffic control device (ORS 811.265 or the statutory counterpart in another jurisdiction)	
Failure to yield right-of-way (ORS 811.233, ORS 811.275, ORS 811.277, ORS 811.292, or the statutory counterpart in another jurisdiction)	
Following the vehicle ahead too closely (ORS 811.485 or the statutory counterpart in another jurisdiction)	

DEFINITIONS:

1. *"Traffic crime"* are offenses where the driver could serve jail time in addition to a fine.

2. **"Traffic violation"** are offense where the driver will only be assessed a fine.