



# ADMINISTRATIVE POLICIES

<b>SECTION:</b> 800 – Vehicles & Equipment	<b>POLICY#:</b> 802
<b>TITLE:</b> Driving Record Policy	<b>R &amp; O #:</b> 18-114
	<b>IMPLEMENTED BY PROCEDURE #:</b> 802-A
<b>SPONSORING DEPT/DIV:</b> Support Services/Risk Management & Human Resources	
<b>ADOPTED:</b> 11/20/2018	<b>REVIEWED:</b> 11/20/2018

**PURPOSE:** The purpose of this policy is to manage the financial and reputational risk to the County as well as the safety of the public, employees, volunteers and clients by determining that employees who operate a County-owned vehicle as part of their regularly assigned job duties are properly licensed and maintain an acceptable driving record.

**AUTHORITY:** This policy is applicable to elected officials, employees and volunteers who operate County vehicles and equipment on County business. Employees and volunteers in the Sheriff's Office will also be required to comply with driver's license and acceptable driving record requirements in accordance with policies and procedures established by the Sheriff's Office.

## DEFINITIONS:

“County business” means any County sanctioned activity performed within the scope of a driver's assigned duties.

“County vehicle” means a vehicle that is owned and maintained by the County or used by the County through an interagency cooperative agreement.

“Employee” means an elected official, regular (full and part-time) and temporary paid County staff.

“Personal vehicle” means a vehicle not owned or maintained by the County; a vehicle that is owned by an employee, elected official or volunteer.

“Required driver” means an employee or volunteer that holds a position where driving has been determined to be an essential job function or an employee who receives a car stipend.

“Discretionary driver” means an employee or volunteer that holds a position where driving has NOT been determined to be an essential job function, but the person is choosing to have their driving record monitored by the County in order to occasionally drive a County vehicle for business use.

“Volunteer” is an individual serving at the County’s behalf without compensation.

**GENERAL POLICY:**

Employees and volunteers who are required to drive a County vehicle on County business shall be at least 18 years of age, possess a license valid in their state of residence and maintain an acceptable driving record as defined in the Driving Record Procedure.

Per State law, any employee who moves to permanently reside in the state of Oregon or Washington shall obtain a valid driver’s license in their state of residence within 30 days of establishing residency.

Driving record information will become part of an employee’s official personnel file maintained in the Human Resources Division. The Risk Management Division will check the driving record of current employees who fall into either required or discretionary driver status, and will maintain the discretionary driver list.

Employees that operate a personal vehicle while on County business shall be licensed in their state of residence and carry personal vehicle liability insurance that meets the requirements of the law in their state of residence. All employees who drive as part of their job duties shall comply with the provisions of the County’s [Vehicle and Equipment Use Policy](#) and [Procedures](#).

**POLICY GUIDELINES:**

1. Positions or volunteer assignments that require driving
  - 1.1. Applicants
    - 1.1.1. The Human Resources Division will conduct a driving record check on applicants during their background check prior to beginning work.
    - 1.1.2. If an applicant does not possess a valid driver’s license and/or an acceptable driving record that meets the requirements detailed in the Driving Record Procedure, he/she will be denied employment
  - 1.2. Current Employees and Volunteers
    - 1.2.1. Current employees and volunteers who are required drivers must maintain an acceptable driving record as detailed in the Driving Record Procedure. After an initial driving record check, Risk Management may perform periodic driving record checks.
    - 1.2.2. If an employee or volunteer is a required driver and his/her driver’s license is not valid or the driving record is no longer acceptable, the employee shall not drive for County business and may be subject to discipline as provided by the

applicable [collective bargaining agreement](#) or the Washington County [Revised Personnel Rules and Regulations](#).

- 1.2.3. If a volunteer's driver's license is not valid or driving record is not acceptable, the volunteer shall not be allowed to volunteer for any assignment that requires driving.
- 1.2.4. Employees or volunteers who are required to drive are required to report any traffic infraction, violation or change in driving status which could affect their driving privileges or violate this policy to their supervisor on the following business day.
- 1.3. Employees and volunteers who hold positions that require driving will be required to provide any updates to his/her driver's license number to Human Resources.
- 1.4. Employees who are required to possess a commercial driver's license must also comply with all [Oregon DMV regulations](#).
2. Positions or volunteer assignments that do NOT require driving
  - 2.1. Employees or volunteers who are in a position or volunteer assignment that does not require driving will be given the option of driving a Washington County vehicle, driving their own vehicle or finding alternate transportation.
    - 2.1.1. If an employee or volunteer chooses to drive a County vehicle for business, he/she will request to become a discretionary driver by completing the Washington County Driving Record Notice and Agreement.
    - 2.1.2. The discretionary driver's driving record will be checked by Risk Management prior to checking out a pool car or driving any County vehicle for the first time. After the initial record check, the County may perform periodic driving record checks.
    - 2.1.3. A discretionary driver is required to hold a license valid in the state of their residence and maintain an acceptable driving record per the Driving Record Procedures.
    - 2.1.4. If an employee or volunteer has elected to be a discretionary driver and later has a driver's license that is not valid or a driving record is not acceptable, the discretionary driver shall not be allowed to drive a County vehicle and will be removed from the acceptable discretionary driver list. .
  - 2.2. Employees or volunteers who choose not to be a discretionary driver may be allowed to drive their personal vehicle for County business per Section 3 below.
3. Driving a Personal Vehicle for County Business
  - 3.1. A County employee or volunteer may drive a personal vehicle for County business with supervisor approval.

- 3.2. Employees that drive their personal vehicle for County business must possess a driver's license that is valid in their state of residence and hold auto insurance that, at a minimum, meets the minimum requirements for their state of residence.
- 3.3. Employees or volunteers driving a personal vehicle for County business are eligible for mileage reimbursement under the Support Services Finance Division's [Travel and Business Expense Policy](#).
- 3.4. When an employee or volunteer drives a personal vehicle for County business and is involved in an accident, the employee's or volunteer's personal auto insurance must be utilized to pay for damage to his/her vehicle, another driver's vehicle if the employee is found to be at fault, or for property damage caused by the accident. If the other driver is found to be at fault, the other driver's insurance pays for damages to the employee/volunteer's personal vehicle.

#### 4. Policy Violations

- 4.1. Violations of this policy may result in disciplinary action up to and including termination of employment or volunteer status.

#### Exceptions:

Exceptions may only be granted by the Washington County Board of Commissioners unless such authority has been delegated to the County Administrator.

#### Implementation:

Elected officials and department directors are expected to be knowledgeable of, and shall be responsible for, implementing this policy within their respective departments. Observance of this policy is mandatory for all County employees and violation may result in disciplinary action (up to and including termination).

#### Periodic Review:

This policy shall be reviewed by Support Services Risk Management Division at least every three years, or more often if needed, and updated as necessary.