



ADMINISTRATIVE POLICY

SECTION 500 – Health, Safety & Security	POLICY 508
TITLE Driving and Driver Qualification	IMPLEMENTED BY PROCEDURE
SPONSORING DEPARTMENT Human Resources	R&O N/A
ADOPTED July 2, 2026	REVIEWED N/A REVISED N/A

PURPOSE

The purpose of this policy is to establish standards for ensuring that employees who operate vehicles and equipment on County business are properly licensed and trained, and that they maintain acceptable driving records. This policy also establishes requirements for safe driving conduct, collision reporting, and compliance with Commercial Driver's License (CDL) regulations.

This policy should be read in conjunction with several related County policies, including:

- Administrative Policy 801 Vehicle and Equipment Policy
- Administrative Procedure 508-A Driving and Driver Qualification Procedure
- Administrative Policy 507 Alcohol and Drug-free Workplace
- Administrative Policy 402 Expenditures
- Washington County Personnel Rules and Regulations

AUTHORITY

The authority to establish and enforce this policy is granted by the Washington County Board of Commissioners and the County Administrator.

APPLICABILITY

This policy applies to all Washington County elected officials, employees, and volunteers who operate vehicles or equipment on County business, whether using County vehicles, rental vehicles, or personal vehicles.

1. Sheriff's Office Personnel. Employees of the Sheriff's Office are also subject to Sheriff's Office vehicle and driving policies and the Sheriff's Office Drug and Alcohol-Free Workplace Policy. Where Sheriff's Office policy addresses a subject covered by this policy, the Sheriff's Office policy governs. Where Sheriff's Office policy is silent, this policy applies. The Sheriff

retains authority to establish and enforce standards for Sheriff's Office personnel that meet or exceed the standards in this policy.

2. Collective Bargaining Agreements. This policy establishes minimum countywide standards for all employees. Nothing in this policy is intended to diminish rights established under an applicable collective bargaining agreement.

DEFINITIONS

The following definitions are applicable to this policy only.

1. "CDL Employee" means an employee who is required to hold a valid Commercial Driver's License as a condition of employment to operate a commercial motor vehicle (CMV) as defined by 49 CFR Part 383.
2. "Commercial Driver's License (CDL)" means a license issued by a state in accordance with the standards in 49 CFR Part 383, authorizing an individual to operate a class of commercial motor vehicle (CMV).
3. "Commercial Motor Vehicle (CMV)" means a motor vehicle or combination of motor vehicles used in commerce that: (a) has a gross combination weight rating (GCWR) or gross vehicle weight rating (GVWR) of 26,001 pounds or more; (b) is designed to transport 16 or more passengers, including the driver; or (c) is of any size and used to transport hazardous materials requiring placarding under 49 CFR Part 172, Subpart F.
4. "County Business" means any County-sanctioned activity performed within the scope of an individual's assigned duties.
5. "Discretionary Driver" means an employee or volunteer whose position does not require driving as an essential job function, but who has elected to have their driving record monitored by the County in order to operate County vehicles for business use.
6. "DOT" means the United States Department of Transportation.
7. "Employee" means regular (full-time, variable hour, and part-time) and temporary paid County staff, including elected officials unless otherwise specified.
8. "FMCSA" means the Federal Motor Carrier Safety Administration, a division of the U.S. Department of Transportation.
9. "Required Driver" means an employee or volunteer who holds a position where driving has been determined to be an essential job function, or an employee who receives a car stipend.
10. "Volunteer" means an individual serving at the County's behalf without compensation.

GENERAL POLICY

The County will ensure that those who operate vehicles and equipment on County business are properly trained, licensed, and monitored for safe and lawful operations. Driving conduct, driver qualifications, and driving record standards are governed by this policy.

POLICY GUIDELINES

1. Administration

- 1.1. Risk Management and Human Resources will jointly administer this policy, provide guidance to departments on implementation, and coordinate driving record monitoring.
- 1.2. Questions regarding the intent or application of this policy shall be directed to the Risk Manager or the Director of Human Resources.

2. Driver Qualification and Driving Records

- 2.1. Minimum Requirements. All persons who operate vehicles or equipment on County business must be at least 18 years of age and possess a valid driver's license for their state of residence. Per state law, any employee who moves to permanently reside in Oregon or Washington must obtain a valid driver's license in their state of residence within 30 days of establishing residency.
- 2.2. Required Drivers.
 - 2.2.1. Human Resources will indicate on job descriptions and announcements when driving is an essential function of the position.
 - 2.2.2. A driving record check will be conducted on applicants as part of the pre-employment background check process. An applicant who does not possess a valid driver's license and/or an acceptable driving record (as defined in Section 2.5) will be denied employment for a position requiring driving.
 - 2.2.3. After hire, Risk Management will add the employee's driver's license information to the Oregon DMV and WA DOL monitoring database and will review notifications when the employee has a change to their driving record. Periodic driving record checks may also be conducted.
 - 2.2.4. Required drivers must report any traffic offense or change in driving status that could affect their driving privileges to their supervisor within 24 hours. This requirement is stricter than the federal 30-day notification period for CDL holders (49 CFR § 383.31) and is imposed for the safety of County employees and the public. For CDL employees, supervisors must notify Risk Management of any reported change in driving status within one (1) business day so that potential impacts on the employee's CDL status, FMCSA compliance, and Clearinghouse standing can be assessed. Failure to report may result in disciplinary action, up to and including termination.
- 2.3. Discretionary Drivers.

- 2.3.1. Employees or volunteers whose position does not require driving may elect to become a discretionary driver by completing the Washington County Driving Record Notice and Agreement.
- 2.3.2. The discretionary driver's driving record will be checked initially by Risk Management before the individual checks out a Motor Pool vehicle or drives any County vehicle. After the initial check, periodic record checks may be conducted.
- 2.3.3. If a discretionary driver's license becomes invalid or their driving record is no longer acceptable, the individual will be removed from the approved discretionary driver list and may not drive a County-owned vehicle.
- 2.3.4. Personnel from other agencies who are authorized to operate County vehicles must meet the same driver qualification and driving record standards required under this policy. The sponsoring County department is responsible for verifying driver qualification before granting vehicle access.
- 2.4. CDL Requirements.
 - 2.4.1. Employees required to hold a CDL must comply with all applicable DOT and FMCSA regulations (49 CFR 300-399), Oregon DMV regulations (ORS 807.060–807.250), WA DOL (RCW 46.25 and WAC 308-100) and the County's Alcohol and Drug-Free Workplace Policy 507.
 - 2.4.2. A CDL is required when any of the following conditions are met (this list is not exhaustive; the Oregon DOT website should be consulted for the complete list):
 - A. Any single vehicle with a GVWR of 26,001 pounds or more;
 - B. A trailer, or multiple trailers, with a total GVWR of more than 10,000 pounds when the GCWR of all vehicles combined is 26,001 pounds or more;
 - C. A vehicle that transports 16 or more passengers (including the driver); or
 - D. Any size vehicle used to transport hazardous materials requiring placards or any amount of a select agent or toxin (42 CFR Part 73).
 - 2.4.3. CDL employees must maintain a valid CDL with appropriate endorsements and a current medical examiner's certificate throughout their employment in a CDL-required position. CDL employees must carry a valid medical examiner's certificate and any applicable medical variance documentation while on duty or operating a commercial motor vehicle, as required by 49 CFR § 391.41. Failure to maintain any of these requirements will result in immediate removal from CDL-required duties and may result in disciplinary action, up to and including termination. CDL employees must notify their supervisor by the end of the following business day of any change to their CDL status, endorsements, or medical certification.
 - 2.4.4. The County will actively monitor CDL status, endorsements, and medical certification for all CDL employees. Monitoring procedures are specified in the associated Administrative Procedure.

2.4.5. CDL employees are subject to drug and alcohol testing as specified in Administrative Policy 507. The state that issued the employee's CDL will suspend or disqualify a CDL for positive DOT drug or alcohol tests, refusal to submit to required tests, driving a CMV with a BAC of 0.04 or greater, or DUII conviction in any vehicle.

2.5. Acceptable Driving Record Standards.

For purposes of this section, "traffic offense" includes any criminal traffic conviction and any traffic violation adjudication appearing on a driving record, regardless of how it is classified under state law. "Major traffic offense" and "minor traffic offense" are distinguished below.

An acceptable driving record reflects a consistent pattern of safe driving behaviors. An unacceptable driving record includes:

2.5.1. Conviction of one (1) or more major traffic offenses within the previous three (3) years, including:

- A. Driving under the influence of intoxicants (DUII). If a DUII conviction is replaced by a completed Diversion program, it counts as one (1) minor traffic offense;
- B. Hit and run;
- C. Reckless driving;
- D. Fleeing or attempting to elude a police officer;
- E. Vehicular manslaughter or vehicular assault; or
- F. Driving while suspended or revoked (due to driving infractions). If the conviction resulted from failure to complete DMV paperwork, it counts as one (1) minor traffic offense.

2.5.2. Any combination of four (4) or more at-fault accidents and/or minor traffic offenses in the previous two (2) years;

2.5.3. Any combination of three (3) or more at-fault accidents and/or minor traffic offenses in the previous one (1) year; or

2.5.4. A driving record indicating a pattern of offenses suggesting the driver is a habitual offender and/or may expose the County to unacceptable risk. The department director or designee will make the final determination, with guidance from Risk Management and/or Human Resources.

2.6. Consequences of Unacceptable Driving Record. If a required driver's license becomes invalid or their 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 CBA or Washington County Personnel Rules and Regulations.

2.7. Personal Vehicles for County Business. An employee or volunteer may drive a personal vehicle for County business with supervisor approval. Employees driving personal vehicles for County business must meet the same driver qualification and driving record

standards required under this policy. Insurance requirements for personal vehicles used on County business are specified in Administrative Policy 801 (Vehicle and Equipment Policy). Mileage reimbursement is governed by the County's Expenditures Policy.

3. Safe Driving Conduct

3.1. Seatbelts. All occupants must wear seatbelts at all times while the vehicle is in motion when operating any vehicle on County business, including County vehicles and personal vehicles, in accordance with Oregon law (ORS 811.210).

3.2. Distracted Driving. Operators of vehicles and/or equipment on County business shall take all reasonable measures to avoid or minimize operator distractions, including:

3.2.1. Determining clear directions to the intended destination before departing;

3.2.2. Not smoking or using any vaping device in a County vehicle;

3.2.3. Not manipulating radios, GPS, or other equipment while driving (does not include activation of emergency or warning lighting);

3.2.4. Not reaching for objects within the vehicle while driving;

3.2.5. Allowing ample time to reach destinations;

3.2.6. Not using a mobile communication device to text while driving (ORS 811.507);
and

3.2.7. Not using a mobile communication device while driving, except: (a) when calling for help in an emergency and no one else in the vehicle is capable; (b) when the operator is age 18 or older and using a hands-free accessory for time-sensitive County business; (c) when operating an emergency vehicle; or (d) when acting in the scope of duties as a public safety officer (ORS 181A.355).

3.3. Mobile Data Devices. Departments whose employees use mobile data or communication devices while operating County vehicles or equipment must maintain a departmental policy governing the safe use of such devices, approved by the Risk Manager. Employees must comply with their departmental policy and with the distracted driving provisions in Section 3.2 of this policy. Installation and approval of mobile data devices in County vehicles is governed by Administrative Policy 801.

4. Collision and Damage Reporting

4.1. Operators involved in a vehicle collision involving a County vehicle, County equipment, or their personal vehicle while on County business, regardless of nature, severity, or fault, must follow the procedures in the implementing Administrative Procedure, including:

A. Notifying their direct supervisor immediately;

B. If someone sustains injuries requiring medical treatment, calling the Injury Call Center as soon as possible;

C. Submitting a Vehicle Accident Report to Risk Management within one (1) business day; and

- D. Filing an Oregon State Traffic Accident and Insurance Form within 72 hours if the collision occurred on a highway or public premises and any qualifying threshold is met (damage over \$2,500 to any vehicle or property, any vehicle towed, or any injury or death).
- 4.2. Post-Accident Drug and Alcohol Testing. For CDL employees, post-accident drug and alcohol testing may be required in accordance with DOT criteria specified in Administrative Policy 507 (Alcohol and Drugfree Workplace), Section 5.4. For non-CDL employees, the County may require testing based on reasonable suspicion as described in Administrative Policy 507.
- 4.3. Accidents. Any employee involved in an accident while on County business, regardless of nature or severity, may be subject to disciplinary action, up to and including termination, as provided by the applicable CBA or County PR&Rs. If a collision or the circumstances surrounding it result in the suspension, revocation, or other loss of an employee's driving privileges, the employee will be immediately removed from driving duties. For required drivers, the loss of driving privileges may result in reassignment, demotion, or termination, because driving is an essential function of their position. For CDL employees, Section 2.4.3 applies. Discretionary drivers will be removed from the approved discretionary driver list. Collisions shall be investigated by the employee's department and a Risk Management representative, with findings submitted to Risk Management within 72 hours.
- 4.4. Police use-of-force incidents involving a vehicle (such as a PIT maneuver) are not considered collisions under this policy but must still be reported to Risk Management and Fleet Services.
- 5. Training
 - 5.1. Defensive Driving. All required drivers are expected to complete a Defensive Driving Training course (also known as Proactive Driving) approved by Risk Management within six (6) months of hire or assignment to a position requiring driving, and every three (3) years thereafter. Discretionary drivers are encouraged to complete the same training. Employees may be required to attend Defensive Driving training as a result of a work-related driving incident, a series of incidents, or a poor driving record. Defensive Driving Training must be provided through a program approved by Risk Management. Approved programs may include courses offered by the National Safety Council, Smith System, or other recognized providers, as well as programs developed internally by Risk Management. CDL employees are subject to additional training requirements under federal regulation (49 CFR Part 380) and applicable departmental procedures, which are separate from and in addition to Defensive Driving Training under this section. The Sheriff's Office conducts its own Emergency Vehicle Operations Course (EVOC) for its employees, which satisfies

the Defensive Driving Training requirement under this section for Sheriff's Office personnel.

- 5.2. Corrective Training. Any employee or volunteer who has been involved in a work-related collision or who has a driving record that raises safety concerns may be required by their supervisor, in consultation with Risk Management, to complete or repeat Defensive Driving Training regardless of driver category or when training was last completed.
- 5.3. Trailer Towing. Fleet Services shall mock-up and approve all towing combinations for departmental use to ensure vehicle capacity and DOT compliance. Each department is responsible for providing operator training on trailer towing procedures as applicable. Operators must be familiar with vehicle and trailer capacities, weight ratings, GVWR, GCWR, GAWR, and proper loading procedures before towing. Additional guidance is available from Fleet Services and the Oregon DOT.

EXCEPTIONS

1. The County Administrator shall have final authority for administering, interpreting, and applying the terms of this policy.
2. Exceptions may only be granted by the Board of County Commissioners unless such authority has been delegated to the County Administrator.

IMPLEMENTATION

1. Elected officials, department directors, managers, and supervisors are expected to be knowledgeable of and shall be responsible for implementing this policy. Observance of this policy is mandatory for all elected officials, County employees, and volunteers. Violation may result in disciplinary action up to and including termination.
2. Making false statements on accident reports is strictly prohibited and may subject the employee to disciplinary action up to and including termination, or if a volunteer, termination of the volunteer's assignment.

PERIODIC REVIEW

This policy shall be reviewed by Risk Management and Human Resources at least every three (3) years, or more often if needed, and updated as necessary.