# ADMINISTRATIVE PROCEDURE

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| **SECTION** 500-Health, Safety, & Security | **PROCEDURE** 508-A |
| **TITLE** Driving and Driver Qualifications | **IMPLEMENTS POLICY** 508 |
| **SPONSORING DEPARTMENT** Human Resources | **R&O** |
| **ADOPTED** 11/20/2018 | **REVIEWED** 10/21/2026 |

**OBJECTIVE:** To establish procedures for determining whether a current or potential employee is in a position that requires driving, or is a discretionary driver for the County, holds a valid driver's license, and has an acceptable driving record.

**PROCEDURES:**

1. Positions or volunteer assignments that require driving.

1.1. Human Resources will indicate on job descriptions and job announcements if a position has driving as an essential function of the job, which means the employee or volunteer is a required driver.

1.1.1. Driver's license information will be gathered from the applicant or volunteer during the hiring process if the position has driving as a requirement of the job.

1.1.2. The applicant's driving record will be reviewed as part of a pre-employment background check process.

1.1.3. Driving record information will become part of an employee's official personnel file maintained in the Human Resources Division.

1.1.4. If an applicant for a paid position does not possess a valid driver's license and/or an acceptable driving record that meets the requirements detailed in Section 3 below, he/she will be denied employment.

1.1.5. If an applicant for a volunteer position does not possess a valid driver's license and/or an acceptable driving record that meets the requirements detailed in Section 3 below, he/she will not be allowed to volunteer in a role that requires driving.

1.2. Once the applicant accepts the position and begins working, the employee's driver's license information will be entered into the County's Human Resources Information System (HRIS).

1.2.1. The Risk Management Division will receive the information and add the employee's driver's license information to the Oregon DMV database and will review notifications from the DMV when the employee has a change to his/her driving record. Employees with Washington State driver's licenses will also be checked on a regular basis through the Washington State DMV.

1.2.1.1. Driving record checks may also be conducted periodically or when there is a reasonable concern regarding an employee's or volunteer's driving or driving record.

1.2.2. If a required driver's license becomes suspended, invalid, or a driver's driving record is not acceptable per Section 3 below, the employee shall be referred to his/her manager and the Human Resources Division and may be subject to discipline as provided by the applicable collective bargaining agreement or the Washington County Revised Personnel Rules and Regulations.

1.2.2.1. If a volunteer's driver's license becomes suspended, invalid, or his/her driving record is not acceptable, the volunteer's supervisor is notified, and he/she may be allowed to move to a volunteer role that does not require driving.

1.3. Employees and volunteers are required to report any driving status change to their supervisor by the end of the following business day.

1.3.1. Supervisors shall notify the Human Resources Division of any changes to an employee's driving status as soon as possible after being notified by the employee.

1.3.2. If the employee does not report a change in driving status, the employee may be subject to discipline as provided by the applicable collective bargaining agreement or the Washington County Revised Personnel Rules and Regulations

1.3.3. If it is discovered that a volunteer does not report a change in driving status to his or her supervisor by the end of the following business day, he/she may be removed from their volunteer position.

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 pool car or other County vehicle, driving their own vehicle or finding alternate transportation.

2.2. 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.

2.2.1. Employees and volunteers must agree to be a discretionary driver to check out a County Pool Car or drive any County vehicle.

2.2.2. Driver's license information will be gathered from the discretionary driver by completing the Washington County Driving Record Notice and Agreement and his/her driving record will be checked by Risk Management prior to being placed on the discretionary driver list.

2.2.3. Driving record information will become part of the discretionary driver's official personnel file maintained in the Human Resources Division.

2.2.4. If the discretionary driver does not possess a valid driver's license and/or has a driving record that does not meet the requirements detailed in Section 3 below, he/she will be denied the ability to drive a County vehicle including checking out a County Pool Car.

2.3. Once the employee/volunteer is found to have an acceptable driving record, the employee is a discretionary driver and can check out a Pool Car or drive other County vehicles, and his/her driver's license number will be entered into the County's Human Resources Information System (HRIS).

2.3.1. The Risk Management Division will receive the information and add the employee's driver's license information to the Oregon DMV database and will receive notifications from the DMV if the discretionary driver has a change to his/her driving record.

2.3.2. Driving record checks may also be conducted periodically or when there is a reasonable concern regarding the discretionary driver's driving or driving record.

2.3.3. If a discretionary driver's license becomes suspended, invalid, or his/her driving record is not acceptable as outlined in Section 3 below, the discretionary driver shall not be allowed to drive a County vehicle.

2.4. Employees or volunteers who choose not to be a discretionary driver will be allowed to drive their personal vehicle for County business.

2.4.1. Employees driving their personal vehicle on County business are required to follow the licensing requirements for their state of residence and possess a driver's license from their state of residence and hold the required auto insurance for that state.

2.4.2. Employees who are authorized by their supervisor to drive their personal vehicle for County business may request mileage reimbursement in accordance with the travel and business expense policy.

2.5. When any 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 and another driver's vehicle if he/she is found to be at fault, or for property damage caused by the accident.

2.5.1. When any employee or volunteer drives a personal vehicle for County business and is involved in an accident where he/she is not at fault, the driver who is at fault is responsible to pay for damage to the employee or volunteer's vehicle or for property damage caused by the accident.

3. Driving Record Standards

3.1. An acceptable driving record is one that reflects a consistent pattern of safe driving behaviors over time. The County's review of the driving record focuses on infractions and unacceptable patterns that would indicate an increased risk of an accident.

3.2. An unacceptable driving history includes:

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

3.2.1.1. Driving while under the influence of intoxicants (DUII)1.1 If a DUII conviction is replaced by a completed Diversion program, the conviction becomes one (1) traffic infraction conviction as outlined in 3.2.2 below.

3.2.1.2. Hit and Run

3.2.1.3. Reckless Driving

3.2.1.4. Fleeing or Attempting to Elude a Police Officer

3.2.1.5. Vehicular Manslaughter or Vehicular Assault

3.2.1.6. Driving while canceled, suspended or revoked (due to driving infractions)

3.2.1.6.1. If a Driving while canceled, suspended or revoked conviction is received due to a failure to complete DMV paperwork, the conviction will be counted as one (1) traffic violation conviction.

3.2.2. Any combination of four (4) or more at-fault accidents and/or convictions for traffic violations in the previous 2 years

3.2.3. Any combination of three (3) or more at-fault accidents and/or convictions for traffic violations in the previous year

3.2.3.1. Traffic violations are defined as violations of the rules of the road, vehicle maintenance or equipment laws.

3.2.4. A driving record which indicates a pattern of offenses which indicates the driver is a habitual offender and/or may expose the County to unacceptable risk.

3.2.4.1. The Department Director or designee will make the final determination of an unacceptable driving record related to a pattern of offenses with the guidance of the Risk Management and/or Human Resources Divisions.

4. Rental Vehicles

4.1. The County's Support Services Fleet Division should be contacted when an employee needs to utilize a rental vehicle for County business. The Fleet Division manages the County contract(s) for these services.

4.2. Employees using rental vehicles must have a valid driver's license in their state of residence.

4.3. Insurance for a rental car is managed through the Fleet Division's contract with the rental car company.

4.4. Accidents that occur while driving for County Business in a rental car are managed by the rental car company.

5. Vehicle Use

5.1. See County Policy 801 and Procedure 801-A, the Vehicle and Equipment Use Policy and Procedure, for guidance on driver responsibilities, safety, reporting collisions or damage and passengers in County vehicles.