

DRIVER'S LICENSE POLICY

Any employee/volunteer whose work requires the operation of municipal vehicles or use of their own vehicle for municipal purposes must hold a valid Driver's License issued by the appropriate state authority.

All new employees who will be assigned work entailing the operating of a ***(name of local unit)*** vehicle, and volunteers who use their personal vehicles to respond to emergency calls, will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment or acceptance into a volunteer organization. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Periodic checks of employees and any volunteer's drivers' licenses who will be driving ***(name of local unit)*** insured vehicles, or using their own vehicle for municipal purposes, through visual and formal Department of Motor Vehicles review checks shall be made by the ***(name of local unit appropriate employee)***. Any employee or volunteer who does not hold a valid driver's license will not be allowed to operate a ***(name of local unit)*** vehicle or use their own vehicle for municipal purposes until such time as a valid license is obtained.

Any employee or volunteer performing work which requires the operation of a ***(name of local unit)*** vehicle, or the use of their own vehicle for municipal purposes, must notify the immediate supervisor in those cases where a license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. An employee who fails to report such an instance is subject to disciplinary action, including demotion or termination. An employee or volunteer who fails to immediately report such revocation or suspension to their supervisor and continues to operate a ***(name of local unit)*** vehicle, or use of their own vehicle for municipal purposes, shall be subject to possible termination.

Any information obtained by the ***(name of local unit)*** in accordance with this section shall be used by the ***(name of local unit)*** only for carrying out its lawful functions and for other lawful purposes in accordance with law.