

Driver License Requirements

Section 1.5

PURPOSE

To define the necessary driver license requirements for City employees who drive City vehicles or personal vehicles as authorized in the course of their employment.

POLICY

State law requires the possession of an appropriate valid California Driver License for the operation of a motor vehicle or combination of vehicles. All City employees authorized to drive either personal or city-owned vehicles on official City business are required to possess the appropriate valid California Driver License.

To ensure that City employees who frequently drive a vehicle as part of their job responsibilities have a current, appropriate, and unrestricted driver license, such employees are required to enroll in the *California Department of Motor Vehicle (DMV) Employer Pull Notice Program*. The *DMV Pull Notice Program* affords the City the opportunity to receive timely driving records of employees who drive on the City's behalf and whose job duties require driving a City vehicle in accordance with the *California DMV Information Services Program*. This assists the City in improving public safety and minimizes the City's risk and liability. The HR/RM Department administers the *DMV Employer Pull Notice Program*. The DMV reports will be maintained on a confidential basis by the HR/RM Department.

It is the responsibility of Department Heads and supervisors working with the City's Safety Committee to promote accident prevention and driver training. The HR/RM Department will ensure that each employee or applicant offered employment possesses the appropriate driver license for the classification they hold. All employees who are required to drive a vehicle as part of their job responsibilities shall complete an on-line defensive driving session administered by the HR/RM Department.

Employees in certain classifications who are required to regularly or periodically drive commercial vehicles shall obtain and maintain a valid Class "A" and/or Class "B" motor vehicle driver license with appropriate endorsements (e.g. hazardous materials, passenger endorsement). The HR/RM Department and the Department Heads shall monitor the progress of all employees required to upgrade their license to a Class "A" or "B".

For employees whose position requires possession of a valid driver license, including but not limited to a Class "A", "B", or "C" with any required endorsements or special certificates (i.e., Hazardous Materials, tanker endorsement), the City shall provide:

1. Access to the City's designated medical treatment facility and pay for any required physical examinations necessary to secure and maintain the appropriate licenses.
2. The amount of paid release time necessary for employees to complete any required physical examination at the City's designated medical treatment facility. Such release time shall be pre-approved by the employee's supervisor and shall not impact department's staffing or operational needs.

Employees possessing restricted or medically restricted licenses shall be assessed for their ability to perform the essential functions of the position and in a manner that would not endanger the health or safety of the employee, other employees, or members of the public. Such accommodation shall be in compliance with reasonable accommodation requirements as defined under the Americans with Disabilities Act (ADA) federal legislation and the California Fair Employment and Housing Act (FEHA).

Employees are required to have in their immediate possession the appropriate valid driver's license at all times while driving a vehicle. Employees who are not in possession of the required license shall not be permitted to drive a vehicle.

Notification of Violations:

The HR/RM Director or designee shall notify the Department Head(or City Manager where appropriate) when an employee's DMV report indicates a change in driver's license status, required physical/medical examination, or any adverse DMV action. It is however, the responsibility of the employee to notify his/her immediate supervisor within one (1) working day of the suspension, revocation, cancellation, or disqualification of their driver's license.

The Department Head will review the DMV report with the employee to determine the course of action to be taken pending the employee acquiring the required class driver's license. An employee who experiences the suspension, revocation or disqualification of a driver's license which is required for the employee's performance of job duties shall be subject to disciplinary action up to and including termination. Disciplinary action shall not apply for medical disqualification of a driver's license. Any actions taken under a medical disability that resulted in the suspension, revocation or disqualification of a driver's license shall be in accordance with the ADA and FEHA.

OPERATIONAL PROCEDURES

Employee

Obtains and maintains a valid driver's license with any required endorsements.

Obtains renewal of required driver's license and any needed endorsements prior to actual expiration date and provides copy of DMV renewal to the HR/RM Department.

If the employee completes their medical exam prior to sixty (60) days of their expiration date they may mail their original medical certification to DMV with a copy provided to HR/RM Department. However, it is the sole responsibility of the employee to provide proof of a valid driver's license to the City.

If the employee completes their medical exam within sixty (60) days of their expiration date they must personally submit their medical certification directly to DMV and provide the *DMV Receipt of Medical report update* to the HR/RM Department.

Notifies supervisor within one (1) working day of the suspension revocation, cancellation, or disqualification of driver's license.

Notifies supervisor of any offense involving the unsafe operation of a City motor vehicle.

Department Head and/or Supervisor

Maintains listing of all employees by classification who have been assigned to drive a vehicle or combination of vehicles regularly or periodically and the type of driver's license required along with any required endorsements; including expiration date and bi-annual physical examination dates.

If possible, assigns employee to non-driving duties while investigation is made when an employee's driver's license is suspended, revoked, cancelled or disqualified.

Notifies HR/RM Director and follows disciplinary procedures in cases where Department Head determines loss of license prevents regular employee from performing essential duties of job and the employee's job cannot be modified without substantial impact on department operations.

Notifies HR/RM Department to schedule employee for physical examination to comply with the requirements for obtaining and maintaining a valid driver's license.

Schedules employee for physical/medical examination to comply with the requirements for obtaining and maintaining a valid driver's license. Ensures scheduling does not impact staffing or operational needs of the department.

HR/RM Department

Receives copy of *Driver's License Medical Examination Report (DMV DL-51 Form)* and instructs employee to transmit to DMV. Files medical examination report and DMV medical update receipt in employee's medical file.

Enrolls employees who are required to drive on the City's behalf into the *DMV Employer Pull Notice Program*.

Notifies Department Head of any employee whose driver's license has been suspended, revoked, canceled, or disqualified, and does not allow employee to perform the duties of his/her classification requiring the operation of a motor vehicle.

Notifies department of the results if the employee does not pass the physical/medical examination.

Upon appointment of employee to classification requiring an appropriate license, makes copies of employee's driver's license for the appropriate personnel files.

Removes separated employees from the *DMV Employer Pull Notice Program*.

Department

Provides courtesy reminder to employees of impending suspensions, revocations, or disqualifications of their driver's license and required DMV medical certification.

Informs HR/RM Department of any changes as to the assignment of employees who are in a classification that require an appropriate license.