

## DRIVING RECORD POLICY

**Purpose:** To reduce the City and County’s exposure to motor vehicle physical damage and motor vehicle liability claims, by providing guidelines for monitoring the driving records of employees whose positions require the possession and maintenance of a valid Colorado driver’s license.

**Policy:** The maintenance of a valid license and a good driving record is required by every employee whose job duties require the operation of City and County vehicles or equipment or who must travel by motor vehicle in the course of city and county business.

**Applicability:** All employees whose job description requires the possession of a valid driver’s license.

### Motor Vehicle Record

<u>Schedule I</u>	<u>Schedule II</u>
<u>Drivers 18 to 21 years of age</u>  9 points in any 12 consecutive months  12 points in any 24 consecutive months  14 points for period of license	<u>Drivers 18 to 21 years of age</u>  6 points in previous 12 months  9 points in previous 24 months  10 points for period of license  3 violations in previous 24 months regardless of points
<u>Drivers 21 years of age or older</u>  12 points in any 12 consecutive months  18 points in any 24 consecutive months	<u>Drivers 21 years of age or older</u>  9 points in previous 12 months  13 points in previous 24 months  4 violations in previous 24 months regardless of points

### **Procedure:**

#### **Applicants**

Applicants for a position requiring a valid driver’s license must possess a valid driver’s license at the time of appointment.

Applicants are required to furnish copies of Motor Vehicle Records (less than 30 days old) when applying for positions that require a valid driver's license.

The Human Resources Department will use Schedule II in screening applicants for positions whose job duties require the possession of a valid driver's license. An applicant whose Motor Vehicle Record indicates an accumulation of points or violations equal to or greater than that provided in Schedule II will not be considered for employment.

### **Employees**

Employees required by the nature of their job to possess a valid driver's license are required to notify their supervisor and the Human Resources Department immediately upon the suspension or revocation of their license. Failure to notify the supervisor and the Human Resources Department within two (2) working days of the suspension or revocation will result in corrective or disciplinary action up to and including termination.

The Human Resources Department, on a semi-annual basis, shall review the State of Colorado Motor Vehicle Records on all employees whose job duties require the operation of City and County vehicles or equipment.

When a current employee's driving record is found to be deficient in accordance with Schedule II, that person will be counseled and required to attend driving school.

The Colorado Motor Vehicle Department indicates that driving privileges are to be suspended in accordance with the number of points indicated in Schedule I. Schedule I will be revised as appropriate to coincide with changes in state law.

When a current employee's driving record is found to be deficient in accordance with Schedule I or immediately upon notification of suspension or revocation of license, that person shall be prohibited from driving or operating any City and County vehicle or equipment which requires the possession of a valid driver's license.

The Department Head and the Human Resources Department shall examine alternatives for retaining the employee while eliminating vehicular operation duties. The Department Head shall consider transferring the employee to another position in the same class within the department which can accommodate the employee's prohibition from driving; or demoting the employee to a position that excludes the driving of city and county vehicles.

If no accommodation can be made within the operating department, the Human Resources Department shall advise the employee of vacant positions outside the

department for which the employee might qualify. Subject to competitive selection procedures, the employee may be selected for a position in another department.

If the employee has not been placed in another position within four (4) calendar weeks of suspension or revocation of the license, the employee may be terminated in accordance with the Personnel Merit System.