



HIRING AND EMPLOYMENT DRIVING CHECKS		POLICY: <b>HR-760-2024</b>
EFFECTIVE DATE:	SUPERSEDES: HR-760-1999	PAGES: 3
MAYOR:  DocuSigned by: <i>Christine Frizzell</i> <small>77ADF363AF504F4...</small>	HUMAN RESOURCES DIRECTOR:  DocuSigned by: <i>Annie Vandenkooy</i> <small>9D647EBB47C9455...</small>	PUBLIC WORKS DIRECTOR:  DocuSigned by: <i>William Franz</i> <small>1498C164B0C3400...</small>

**APPLICABLE TO:** All City Departments, Offices, Volunteers, Elected, Appointed, Contracted, and Employees, except the Police Department.

**POLICY STATEMENT:** All employees who are authorized to drive a City vehicle or to drive their own vehicle on City business, must have a current and valid Washington State Driver's License and maintain a safe driving record as defined in Section IV of this policy. The policy's provisions do not preclude departments from adopting additional standards as necessary.

**PURPOSE:** To identify those positions that involve driving a city vehicle or a personally owned vehicle (POV) while engaged in city business, identify when a pre-employment and employee driving checks are required, and identify standards and methodologies for conducting such checks.

**DEFINITIONS:**

Two categories for positions required to drive while engaged in city business have been established, based on essential job functions and the license type required, as follows:

CATEGORY ONE: Commercial Drivers' License (CDL) as held by an employee is required per the job description or a competency of their role.

CATEGORY TWO: Driving any vehicle for City business.

**POLICIES:**

- I. Screening Standards

CATEGORY ONE: Employees in category one must meet the screening standards that are documented in the CDL Drug and Alcohol Policy HR-722-2020 and the category two standards.

CATEGORY TWO: Employees in category two must meet the screening standards outlined by the Human Resources Department and as amended.

Applicants for either category positions who fail to meet the applicable standards are eligible to reapply at such time that these driving record requirements are satisfied.

## II. Follow-up Screening

Anyone in category one positions will have their driving record checked per current FMCSA requirements.

Anyone in category two positions will have their driving record checked every three years.

The Human Resources Department will be responsible for ensuring such driver's checks are conducted as required.

## III. Violations

Anyone in any category position upon being charged or cited for any traffic violation, moving or non-moving, that harms their ability to maintain a valid driver license or received while driving on duty and engaged in City business is required to notify the City per the process defined in the Driver's Safety Program or CDL Drug and Alcohol Policy HR-722-2020.

Failure to follow this policy may result in disciplinary action up to and including termination for employees and volunteers or revocation of driving privileges. If an employee is found to be ineligible to drive a City vehicle, an employee may be reassigned or discharged. In such cases, the employee will be notified of their reassignment or discharge in writing.

If an employee is reassigned or discharged due to their ineligibility to meet the driving requirements for their position, the employee may appeal the decision. If the employee is a member of a collective bargaining unit, they must initiate the appeal through their bargaining unit's normal grievance procedure, including grievance arbitration. If an employee is not a member of a bargaining unit, they may appeal the decision directly to their department director. In those cases, employees wishing to appeal should prepare a written request for reconsideration letter to the department director within 5 working days of receiving notice of reassignment or discharge. The letter should be sent directly to the department director with copies to the employee's supervisor and to the Human Resources Director. The request should include pertinent and specific information about why the decision should be reconsidered. The department director

will notify the employee in writing of their decision within 10 working days of receipt of the letter.

If the employee is dissatisfied with the decision of the department director, they may appeal the decision to the Mayor. In such cases, the employee may either forward their initial request for reconsideration letter or prepare a second request for reconsideration letter to the Mayor, including a copy of the department director's decision. The request must be received within 5 working days of receipt of the department director's decision.

Copies should also be sent to the employee's supervisor, their department director and to the Human Resources Director. The Mayor will review the request and the department director's decision and will notify the employee of their decision within 10 working days of receipt of the letter. The Mayor's decision will be considered final and binding.

#### IV. Application for Employment

Misrepresentation or falsification of requested driving history information on the application for employment is grounds for termination. The pre-screening of applicant's driving records does not eliminate the requirement of the applicant to present and maintain any certifications required for the position they are applying for or currently occupy (e.g. CDL).

#### **REFERENCES:**

**HR-722-2020 CDL Drug Alcohol Policy**  
**HR-723-2005 Drug and Alcohol Policy for non-represented**  
**PW-765-2024 Driving City Vehicles**  
**Driver Safety Program**