

CITY OF ROANOKE - ADMINISTRATIVE PROCEDURES

SECTION	Risk Management	PROCEDURE	11.1
SUBJECT	Driver Qualification Policy	PAGES	2
ISSUED BY	Risk Management	FORMS	No
EFFECTIVE	3/24/2016	REPLACES	7/1/2012
POLICY	This policy establishes the procedures that govern eligibility of job applicants and employees to drive any city owned motor vehicle in the performance of their duties.		

The City of Roanoke requires that all applicants for positions that include driving a City vehicle, as stated in the job description, authorize the City to obtain a copy of the Official Driving Record from the Department of Motor Vehicles (DMV) by signing the application for employment.

A. Applicants

All applicant Driving Records will be reviewed and approved by the City's Risk Manager, or designee, using the following criteria before an employment offer may be extended (in unusual situations, conditional approval may be granted when a department director and the Risk Manager agree to specific criteria for on-the-job review of driving practices):

A minimally acceptable driving record for applicants includes the following components:

- Must possess a valid driver's license continuously for the previous two years; if current license is from out-of-state, a Certified three year drivers' history record from that state(s) must be obtained by applicant and submitted for review and approval.

(Note: Within 60 days of moving to the state of Virginia, you must obtain a Virginia driver's license. However, if you hold a commercial driver's license (CDL), you must obtain a Virginia CDL within 30 days.)

- No more than -5 point total
- No Driving While Intoxicated/Driving Under the Influence (DWI/DUI) convictions within the last four (4) years
- An overall pattern of safe vehicle operation and driving habits

The following conditions are unacceptable and normally will prevent employment in a position that includes driving responsibilities:

- Any person who has been deemed a **HABITUAL OFFENDER** at any time will not be approved
- More than -5 point total
- Suspension of driving privilege
- DWI/DUI conviction within the last four (4) years
- A record of a suspended license, unless the applicant has completed two (2) full years with no subsequent moving violations, at-fault accidents or penalties. A license suspended due to administrative penalties is a concern but would not typically disqualify an applicant unless there is evidence of having driven with a suspended license.

- Any combination of violations, convictions or accidents that creates a pattern that in a reasonable person's view indicates to the Risk Manager that the applicant is a high risk driver due to an ongoing history of unsafe driving habits.

B. City Employees

City employees are subject to Personnel Operating Procedure #18 (Vehicular Safety) when required to operate a city owned motor vehicle as part of their duties. As such, employees required to drive a city vehicle will be enrolled in the Department of Motor Vehicles (DMV) Driver Monitoring Program (with exceptions). Once enrolled, the Office of Risk Management will receive immediate notification when an employee in the program receives a moving violation conviction, suspension, revocation, reckless driving, DUI/DWI convictions, and accumulates six (6) or more total adverse points within a calendar year. Upon notification of violations, the employee's supervisor and/or department manager will be notified.

Driving Record reviews for current employees include for-cause review, periodic review and when an employee applies for or seeks promotion to a position that requires driving a City vehicle.

A minimally acceptable driving record for a current employee includes the following components:

- No more than -5 point total
- No DWI/DUI convictions within the last four (4) years
- At least two (2) years of continuously valid licensing
- An overall pattern of safe vehicle operation and driving habits

The following conditions are unacceptable and will prevent an employee from operating a City vehicle until his or her driving record improves to a minimally acceptable level or he or she meets other specific requirements established by the Risk Manager:

- More than -5 point total
- DWI/DUI charge or conviction within the last four (4) years
- A license suspended due to driving violations, or accidents, unless the employee has completed two (2) full years with no subsequent moving violations, at-fault accidents or penalties

Note: Employees with more than -5 points on their DMV record may choose to take an approved driver improvement course (unless ordered by the court) at their own expense in order to reduce the number of points to an acceptable level. You may be awarded 5 safe driving points, once every 24 months, after you successfully complete a driver improvement course. In addition, the DMV assigns safe driving points for each full calendar year that you hold a valid Virginia driver's license and drive without any violations or suspensions. You can accumulate a total of 5 safe driving points that can be used to offset negative or demerit points.