

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Employee Driver Acceptability
POLICY NUMBER: 235

235.10 Some positions in the Truckee-Donner Recreation and Park District require the ability to drive a motor vehicle.

Motor vehicle is defined as any vehicle powered by a motor or engine including, but not limited to, utility vehicles, golf carts, and ride-on lawnmowers or other ride-on equipment.

235.20 All employees whose job responsibilities require the ability to drive a motor vehicle shall, throughout the duration of their employment with the District, maintain a valid driver's license appropriate to the kind of vehicle they are required to drive, and maintain an "acceptable driving record". Although it is not required by the Department of Motor Vehicles to hold a valid driver's license for vehicles not licensed to drive on the street, the District requires drivers of utility vehicles and other off-street vehicles to hold a valid driver's license and to maintain an acceptable driving record in order to ensure the safe operation of these vehicles.

235.21 Employees are required to provide a DMV printout, CA Complete Record (H6), or minimum 10 year history if out of state and complete record is not provided by that state, on an annual basis (or more frequently if requested by the District). Employees licensed in California who drive regularly can be placed on the DMV pull notice program in lieu of providing annual printouts. Out-of-state drivers are required to provide an annual printout (or more frequently if requested by the District) from the out-of-state DMV.

235.30 All prospective employees whose job responsibilities require the ability to drive a motor vehicle shall provide a Department of Motor Vehicles' driving record printout, to include a complete record (CA H6), *prior* to employment. Employment in positions requiring the ability to drive a motor vehicle is contingent on verification of a valid driver's license and an acceptable driving record.

235.31 Prospective employees with an out-of-state driver's license must contact the DMV from that state to request a complete record, minimum 10 year printout or maximum years allowed by the state. Out-of-state printouts will be deciphered and points converted to equal the same standards as outlined below.

235.40 An acceptable driving record shall be defined as a driving record with five (5) or fewer points assigned by the Department of Motor Vehicles. In addition, any driver who falls under the parameters (as defined by the CA DMV) of a "Negligent Operator" will not be considered to have an acceptable driving record. The CA DMV defines a "Negligent operator" violation point count as: 4 points in 12 months, or 6 points in 24 months, or 8 points in 36 months".

Under the CA DMV's reportability requirements, most violations designated as 2 points will be reported on a public driving record for 10 years (some are reported for 7 years)

from the violation date. All other convictions of traffic violations will be reported for 3 years from violation date. Collisions will be reported for 3 years from the collision date. Any "at fault" accident is normally counted as one point.

The District will count (2) point offenses for 10 years, (1) point offenses for three years, and "at fault" accidents for three years towards the maximum of five points. Any Felony Conviction shall be immediate grounds for disciplinary action. The violation date or collision date as determined by the DMV shall be considered the starting date.¹³

235.60 Any employee who does not maintain both a valid, appropriate driver's license and an acceptable driving record may be subject to disciplinary action up to and including suspension, demotion, transfer, or termination. Factors involved in determining such a disciplinary action shall include the employee's length of service with the District, the employee's past performance, and the District's ability to modify the employee's work setting or driving responsibilities.