




## Human Resources Policies and Procedures

Policy Title: <b>City Employee Driving Record Policy</b>	Policy Number: 6.3
Effective: 11/19	
Supersedes previous version of policy effective dated April 11, 2011	
Approval: 	Page 1 of 6

### 1.0 Scope

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Full-time          | <input checked="" type="checkbox"/> Union              |
| <input checked="" type="checkbox"/> Part-time          | <input type="checkbox"/> Independent Contractors       |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Visitors, Vendors, Volunteers |
| <input checked="" type="checkbox"/> Non-Union          | <input type="checkbox"/> Board and Commission Members  |

### 1.1 This policy applies to the following:

- All employees who operate a vehicle while on City business. This includes:
  - City employees whose positions require driving as an essential function of the job as listed in the job description.
  - City employees that may drive a non-CDL City Pool vehicle for City business.
  - City employees or volunteers that drive their personal vehicle on City business.
  - City employees who drive or operate any self-propelled vehicle on streets/roads on City Business.

#### DISCLAIMER

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- CDL drivers operating City vehicles pursuant to the CDL license shall refer to and follow the Department of Transportation (DOT) regulations.

*Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.*

## **2.0 Purpose**

- 2.1** The purpose of this policy is to ensure that all vehicles being driven by employees on City business have a current, valid driver's license and receive driver training. Michigan Vehicle Code states that a person must possess a valid operator's license to drive any vehicle that is self-propelled on the street/road. MCL 257.301 requires all persons who "drive a motor vehicle upon a highway in this state" to be licensed. This includes riding lawn mowers, tractors, backhoes and any other self-propelled vehicle the City may use in its daily operations. Volunteers are not to drive City vehicles.

All city employees will be provided the opportunity to receive authorization to operate a motor vehicle on city business. Employees who are not required to operate a vehicle during the course of their work activities may decline to be authorized as a driver and, as a result, will be prohibited from driving on city business.

- 2.2** This policy is intended to help ensure compliance with State law as well as increase public safety by keeping drivers with suspended licenses from driving on City business.
- 2.3** This policy provides guidelines in accordance with the Michigan Department of State (MDOS) notification of suspended license. It also outlines the responsibilities of the City's managers, supervisors, Human Resources Services, and employee/volunteer.

## **3.0 Policy**

- 3.1** It is the policy of the City of Ann Arbor that employees shall not drive any City vehicle with a suspended license (unable to drive per Michigan Department of State (MDOS)).

It is also the policy of the City of Ann Arbor that employees or volunteers who drive their personal vehicles for official City business have a current, valid driver's license and current, valid vehicle insurance in force.

It is also the policy of the City of Ann Arbor that any employee who may drive any self-propelled vehicles such as riding lawn mowers, tractors, backhoes on the streets/roads must have a current, valid driver's license.

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## **4.0 Responsibility**

### **4.1 Employee Responsibilities**

City employees whose positions require driving as an essential function of their job or choose to drive a non-CDL City vehicle for City business shall:

- Read and understand the City Employee Driving Record Policy.
- Sign the acknowledgement form and provide a valid Driver's License number and Date of Birth to Human Resources
- Immediately report any driving license suspensions to their Human Resources Services Partner (HRSP). Failure to report may result in severe disciplinary action up to and including termination.
- Notify HRSP of any further updates regarding the status of their driving license suspension.
- Notify HRSP immediately once driving privileges are restored per MDOS.
- Complete assigned driver safety training.

City employees that choose to drive their personal vehicle on City business:

- Read and understand the City Employee Driving Record Policy.
- Must have a current, valid driver license and current, valid proof of insurance. Documentation must be provided to Human Resources.
- Complete assigned driver safety training

### **4.2 Human Resources Services (HRS)**

Human Resources Services responsibilities:

- Maintain an accurate database of Employee Driver's license numbers with the MDOS, Driving Record Subscription

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Service program.

- Notify Employee and Managers of any Driver's license suspensions reported by the MDOS, Driving Record Subscription program.
- Work with Employee and Managers to determine driving restrictions and disciplinary measures where appropriate.
- Maintain accurate job descriptions that identify positions where driving is an essential function.
- Ensure security of employee's personal information as dictated by the Michigan Department of State, Commercial Services Program.

#### **4.3 Safety Unit**

- Assign driver safety training to employees driving on City business.
- Enforce Fleet Safety programs in accordance with the City Vehicle Fleet Safety Policy (APP 307).

#### **4.4 Management Responsibilities**

Managers and supervisors responsibilities:

- Reasonable enforcement of this policy.
- Ensure employee(s) who is not authorized, including those with a suspended license, does not drive a City vehicle as stated in 4.2 c. of this policy.

#### **5.0 Definitions**

**5.1 Suspension** - When a driver's license is suspended or revoked as defined by the Michigan Department of State where the employee is not permitted to drive.

**5.2 City Business** - Any task associated with the employee/volunteer job or assignment responsibilities.

**5.3 Vehicles** - Vehicles covered in this policy are City-owned, non-CDL vehicles or personal vehicles driven on City business such as pool cars, trucks, vans, police cars, fire trucks.

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## **6.0 Procedures**

### **6.1 HRS Receives Driving Record Subscription Service Notification of Suspended License.**

- HRS verbally contacts manager to ensure employee does not drive.
- HRS sends an email notification to the employee with a copy to the Manager.
- Manager ensures that employee does not drive for City business.

#### **Suspended License Action**

- If employee's license is suspended and driving is an essential function of their job, then the employee may be placed on unpaid leave. HRS and Manager will discuss other options on a case by case basis. If employee's license is suspended and driving is not an essential function of their job, then the employee will continue to work in his/her position but be prohibited from driving a City vehicle or personal vehicle for City business.
- HRS and Management will determine appropriate discipline according to Union CBA or Non-Union policy, Progressive Discipline 2.6, for failure to report loss of license. This may result in severe disciplinary action up to and including termination.
- Once HRS is provided with proof of license reinstatement, HRS will send notification to Employee and Manager if appropriate.

### **6.2 Employee/Staff Notifies HRS of Suspended license.**

- HRS verbally contacts manager to ensure employee does not drive.
- HRS sends an email notification to the employee with a copy to the Manager.

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- Manager ensures that employee does not drive for City business

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### 7.0 Privacy Policy

- Notification letters will be stored in employee's official personnel file in Human Resources Services. Specific employee reports will be stored electronically via the Michigan Department of State.
- The City of Ann Arbor abides by the Michigan Department of State. Commercial Services Program to ensure security of employee personal information.

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