

Use of City-Owned Vehicles and/or Possess Commercial Driver's License Employees

Policy

Any employee who regularly drives a city-owned vehicle or possesses a Commercial Driver's License (CDL). In addition, the City Manager may designate other employees that may be covered by this policy based on a review of their position and responsibilities. Exceptions to this policy are the employees of the Fire and Police Departments.

1. The following list of traffic violations are established for the purpose of administering this policy. A violation means either a diversion or conviction for the traffic violation described.
 - A. Reckless driving
 - B. Fleeing or attempting to elude a police officer.
 - C. Operating a motor vehicle during a period of driver's license suspension or revocation.
 - D. Driving under the influence of alcohol.
 - E. Driving under the influence of any drug or combination of drugs to a degree that renders the person incapable of safely driving a vehicle.
2. The employee must be at least 18 years of age and hold a valid driver's license from the State of Ohio.
3. The employee must comply with the Ohio Department of Transportation guidelines with respect to types of licenses required to operate certain vehicles.
4. Any employee whose job requires possession of a valid driver's license, shall report to his/her supervisor within 24 hours all:
 - A. Any violation in list 1, A-E.
 - B. Driver's license suspensions, revocations or expirations.

The employee's supervisor shall by the next regular business day report the information to the department head, who shall the same day report the information to the Human Resources Department.

5. Candidates for jobs with the City of Delaware and new hires shall be held to the same driving standard as employees if their job duties require possession of a valid driver's license.
6. The Human Resources Department will examine motor vehicle records at least annually. In the case of candidates for jobs with the City of Delaware to whom the City has made a conditional offer of employment, the candidate's motor vehicle record will be examined before the candidate is hired.

The motor vehicle record will be compared to the standards which follow. If examination of the motor vehicle record determines that the employee is one (1) violation away from not being allowed driving privileges, 6 points or higher, the employee will be placed on a "warning list."

- A. If the record shows 12 or more points, the employee shall not be allowed driving privileges. The employee will also be notified of the possibility of no longer being eligible or qualified to perform the job for which he/she has been hired.

- 7. If the employee is placed on a “warning list,” the following actions will be taken:

The employee will meet at least annually with their department head and Human Resources Director in a counseling session to discuss safety issues, their driving record and be provided safe driving information. The employee will also be notified of the availability of self-help course such as defensive driving. The employee will also be notified of the possibility of no longer being eligible or qualified to perform the job for which he/she has been hired.

- 8. The employee must acknowledge, at least annually, that individual motor vehicle insurance is currently maintained.

The Assistant to the City Manager will review accidents that have occurred to city vehicles. Reviews will determine preventability. The Human Resources Director and department head propose corrective action(s).

Any recommendation affecting the employment status of any employee is subject to review by and appeal to the City Manager.

Procedure

Each current employee is to be provided with a copy of this policy and the attached acknowledgment form and be asked to sign the form and return it immediately to the employee’s supervisor. Each new employee shall, at the time of hire, be provided with a copy of the policy and acknowledgement form. The new employee is to read the policy and sign the form before being permitted to work.