WASHINGTON COUNTY
DRIVERS' LICENSE AND RECORD POLICY

I. PURPOSE

To make certain that employees and volunteers who drive on County business or as part of their regularly assigned job duties are properly licensed and maintain an acceptable driving record.

II. SCOPE

This policy applies to all Washington County employees and volunteers with the exception of the Washington County Sheriff's Office. Employees and volunteers in the Sheriff's Office will be required to comply with driver's license and acceptable driving record requirements in accordance with policies and procedures established by the Sheriff's Office.

Employees and volunteers who drive on County business shall possess a valid state of Oregon drivers' license and maintain an acceptable driving record. Employees and volunteers who reside in the state of Washington shall possess a valid Washington drivers' license and maintain an acceptable driving record.

An acceptable driver's license and driving record shall meet the requirements detailed in Attachment A. Drivers who operate a personal vehicle while on County business shall carry personal vehicle liability insurance that meets the requirements of Oregon law. All drivers shall comply with the provisions of the County's Vehicle and Equipment Use Policy.

III. POLICY STATEMENT

A. Minimum Driving Requirements:

1. Must be 18 years of age or older.
2. Valid Oregon or Washington drivers' license for the type of vehicle driven.
3. Acceptable driving record that meets the requirements detailed in Attachment A.
4. Hardship Licenses are acceptable in certain circumstances with approval of Appointing Authority, Human Resources and Risk Management.

B. Positions or volunteer assignments that require driving.

1. Applicants:

   a. Human Resources will conduct driving record checks on applicants at the time of applicant referral. Certified referral lists will contain the names of those applicants that have a valid drivers' license and an acceptable driving record.

   b. Applicants from states other than Oregon shall present a current certified court printout of their driving record from their state of residence, as required by the recruiting announcement.

c. If an applicant does not possess a valid drivers' license and/or an acceptable driving record that meets the requirements detailed in Attachment A, they will be denied employment.

2. Employees and volunteers:

   a. Within thirty (30) days of accepting employment, an employee who drives on County business shall possess a valid state of Oregon drivers' license. If the employee resides in the state of Washington, they must possess a valid Washington drivers' license. Employees must maintain an acceptable driving record as detailed in Attachment A.

   b. Prior to providing any volunteer services involving driving for the County, all volunteers shall possess a valid driver's license from either the state of Oregon or the state of Washington and maintain an acceptable driving record as detailed in Attachment A.

   c. All employees and volunteers will be required to fill out a "Driving Record Notice and Agreement" form.

   d. Driving record information will become part of an employee's official personnel file maintained in the Human Resources Division.

   e. Employees who are required to drive on County business will be entered into the Driver and Motor Vehicles database. Washington County Risk Management will receive notification of any change to an employee's driving status that is a result of convictions for traffic crimes or violations. Driving record checks may be conducted periodically or when there is a reasonable concern regarding the drivers' license or driving record of an employee or a volunteer.

   f. In a situation where an employee that is required to drive has a traffic event, and is convicted of one or more Class A, B, or C traffic violations, any conviction for a Class D traffic violation from the same traffic event will not be counted as points towards the employee's driving record.

   g. If an employee is required to drive as part of their regularly assigned job duties and their drivers' license becomes invalid or their driving record becomes unacceptable, the employee shall be subject to discipline as provided by the applicable collective bargaining agreement or the Washington County Revised Personnel Rules and Regulations.

   h. If a volunteer's drivers' license is or becomes invalid or their driving record is or becomes unacceptable, the volunteer shall not be allowed to volunteer for any assignment that requires driving.

   i. If an employee should receive enough points to render their driving record unacceptable, they will be given the opportunity to take an on-line defensive driving course. Upon completion and receipt by Human Resources of the certification showing completion of the course, one (1) point shall be removed from the County's Driving Record Requirements form for that employee.

j. Employees or volunteers are required to report any traffic infraction, violation or change in driving status which could affect their driving privileges or violate Washington County's Driver's License and Record Policy to their supervisor. The employee or volunteer must report the change by the next business day that the employee returns to work.

k. Employees who fail to report violations to his or her supervisor by the end of the next business day may be subject to disciplinary action. Supervisors shall notify the Human Resources Division of any changes of an employee's driving status as soon as possible after being notified by the employee. Volunteers who fail to report violations to his or her supervisor by the end of the next business day may be removed from their Washington County assignment.

C. For those positions or volunteer assignments that do not require driving:

1. Employees or volunteers who are in a position or volunteer assignment that does not require driving will be given the option of driving or not driving on Washington County business. If an employee or volunteer chooses to drive on County business, they will be required to hold a valid Oregon drivers' license and maintain an acceptable driving record; or if they reside in the state of Washington, they must hold a valid Washington drivers' license and maintain an acceptable driving record. An acceptable driving record meets the guidelines detailed in Attachment A. Drivers' license checks may be done periodically or if there is a reasonable concern regarding the license or driving record of an employee or volunteer.

2. All employees and volunteers are required to fill out a "Driving Record Notice and Agreement" form giving them the following two options:

   a. If an employee or volunteer chooses to drive on County business they agree to maintain a valid Oregon or Washington drivers' license and an acceptable driving record; or
   b. If an employee or volunteer chooses not to drive on County business they acknowledge they are not authorized and agree not to drive on County business.

3. If the drivers' license or driving record of an employee or volunteer is not valid or their driving record is not acceptable, they shall be designated as a "non-driver" and may not drive any vehicle for any reason on County business. Employees and volunteers will be required to find another mode of transportation to attend meetings or to conduct other job related functions requiring transportation.

4. Employees or volunteers who choose not to drive will be designated as a "non-driver" on the "Driving Record Notice and Agreement" form and may not drive a vehicle on County business.

D. Violations

Violations of this policy may result in disciplinary action pursuant to the Washington County Personnel Rules and Regulations.