

Driver Screening Guidelines

Need

To ensure that employees who are required to regularly drive personal and/or district-owned vehicles as a part of their job are safe drivers and to protect the district from potential liability exposure from motor vehicle accidents.

Purpose

To establish a procedure that accommodates existing requirements of our insurance carriers and guarantee insurance coverage for our employees driving personal and district-owned vehicles.

Guidelines

Employees required to regularly drive personal and/or district-owned vehicles as part of their job must be “qualified drivers” under these screening guidelines. Positions requiring employees to regularly drive as part of their job will be identified and the names of the employees will be submitted to the Oregon Department of Motor Vehicles for notification of motor vehicle records when a driving violation occurs. Upon notice from the state, Risk Management will determine whether they are “qualified drivers” under the district Driver Screening Guidelines.

Motor vehicle records will be screened for the number and type of violations. Employees will be disqualified from driving if their motor vehicle record reflects violations in number or severity in excess of acceptable insurance guidelines.

Current

Employees meeting the following parameters will be reminded annually of their obligation to maintain an acceptable driving record:

1. Employees whose job description requires driving.
2. Employees identified by their administrator as being required to drive as part of their jobs.
3. Employees who qualify for regular in-district mileage reimbursement.
4. Employees who receive a monthly travel allowance.

New

1. Employees being recommended for hire and who are required to regularly drive as part of their job.
2. New employees will be hired contingent upon their driving record being screened by Motor Vehicles for the number and type of violations within a three-year period as mentioned above.

All employees who fit the above criteria will have their driving records reviewed. Employees falling outside these minimum requirements will be prohibited from driving until the earliest violation drops off. If employee falls outside the guidelines, supervisor will determine whether further disciplinary action or termination is warranted.