

Section I - Purpose

It is the responsibility of the city to provide a safe and productive work environment. As such, the city must ensure that its vehicles are operated by valid and safe drivers. The purpose of this policy is to provide guidelines and procedures for driving related positions. Drivers must adhere to all federal, state and local laws, including wearing seatbelts at all times.

Section II - Selection for Driving Positions

- A. Human Resources will request a driver's record for all persons being considered for positions in which the job description requires a driver's license. A satisfactory driving record is a condition that must be met for an offer of employment to be considered.
- B. Supervisors and Managers will review all vehicle related policies and procedures with all drivers of City vehicles.
- C. Operators of City vehicles are expected to use vehicles in a responsible manner while performing their duties, including but not limited to, reducing idling, combining trips when possible, general conservation of fuel and travel only to points necessary for city business.

Section III - Driver Record and Notification

- A. The Human Resources Department will establish a driver's record at time of employment, for each employee who is required to drive as part of their job description. The driver's record will be maintained in a confidential manner and will only be made available on a need to know basis.

The City may require subsequent verification of a satisfactory driver's record.

- B. All drivers are required to inform the Human Resources Department of any changes to their driving record.

Every driver of a City vehicle who is notified of the loss, suspension or revocation of their license to drive in any state or the District of Columbia shall notify their Department Manager and the Human Resources Department the next business day.

- C. Employees who are charged with an alcohol or drug related driving offense shall notify their Department Manager and the Human Resources Department the next business day. The employee is then responsible for notifying the department and Human Resources of the trial date, and the outcome of such.

- D. All operators of a city vehicle, on or off duty, will report any accident or damage to the City vehicle by notifying their immediate supervisor as soon as possible. The driver will complete a vehicle accident report and provide the report to their immediate supervisor.
- E. Employees must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees are responsible for any driving infractions and/or fines incurred as a result of their driving.

#### Section IV - Use of Personal Vehicle for City Business

- A. Employees of the City who use personal vehicles to conduct City business shall be reimbursed at the IRS standard government per mile rate. Employees must submit a mileage reimbursement form to their Department Manager for mileage reimbursement. Requests for reimbursements must be submitted within 30 days in order to be reimbursed for mileage.

#### Section V - Appropriate Parking of City Vehicles

- A. When conducting business at City Hall during regular business hours, city vehicles shall be parked in City off street parking or the City parking deck in order to avoid decreasing available parking for business patrons, during normal business hours.

#### Section VI - CDL License Regulations

Employees who are required to have a Commercial Driver's License (CDL) are required under Federal law to undergo a bi-annual physical examination (exceptions would include a more frequent physical to monitor an identified health condition) and be certified as eligible to hold a CDL by a physician. This physical is at the City's expense when scheduled through the City's physician.

If an employee is not certified by the physician, the employee becomes ineligible to drive CDL vehicles. These employees may continue to drive non-CDL vehicles. A meeting will be held that shall include at a minimum, the affected employee, and the Director of Human Resources, Department Manager and Union representative (if applicable). The purpose of this meeting is to discuss what options the employee and the City may have. These options may include, but are not limited to:

- The employee applying for a CDL Physical Waiver from the State of Maryland. Certain criteria must be met in order to pursue this waiver.
- Transferring the employee to a vacant position that does not require a CDL, if such a position is available.
- Providing a reasonable accommodation to the employee with a disability by exempting the

employee from the requirement of possessing a CDL and remaining in their current position. This determination is to be made on a case by case basis and not solely determined by the employee's current position.

- Consulting with the physician as to the possibility of the employee passing the required physical in the near future.

If the employee chooses to pursue a CDL Physical Waiver, the City will supply any required documents, but the employee must diligently and faithfully pursue the waiver. The status of the waiver application will be reviewed every 30 days. Failure of the employee to pursue the waiver after electing this as an option may result in disciplinary action.

**FORM A DRIVERS CERTIFICATION FORM**

Driver's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State  
 Issued: \_\_\_\_\_

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**CERTIFICATION OF VIOLATIONS:**

I certify that the following is a true and complete list of traffic violations (other than parking violations) for which I have recently been convicted.

DATE OF CONVICTION	OFFENSE	LOCATION	TYPE OF VEHICLE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the following is a true and complete list of traffic violations (other than parking violations) for which I have been cited, but for which I have not been convicted:

COURT DATE	OFFENSE	LOCATION	VEHICLE
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
 Driver's Signature \_\_\_\_\_ Date

\_\_\_\_\_  
 Department Head Signature \_\_\_\_\_ Date

\_\_\_\_\_  
**Human Resources Director** Signature \_\_\_\_\_ Date

**NOTE: Employees required to hold a valid driver's license must complete the above form and submit to Human Resources within 1 week when there is a change to their drivers record.**