

AR 10-03

**Amending AR 09-03**

**AN ADMINISTRATIVE REGULATION ESTABLISHING REQUIREMENTS FOR  
MAINTAINING A VALID DRIVER'S LICENSE FOR AFFECTED CITY EMPLOYEES**

**Section 1. Purpose**

Expectations of taxpayers and demands by insurance companies require that a policy be drafted to cover city employees who fail to maintain a valid job-required driver's license or otherwise are refused coverage by the City's insurance carrier, and to prevent the unacceptable practice of being chauffeured around from job site to job site or to and from work using a City owned vehicle.

This Administrative Regulation will apply to all City employees required to possess a valid driver's license in their job description.

**Section 2. License Required**

As a strict condition of employment, all employees required to possess a valid driver's license in their respective job descriptions will be subject to, but not limited to, a minimum annual review of driving record and driver's license status.

In certain cases, a CDL license, with appropriate endorsements, is also required as a condition of employment in particular job descriptions.

Public Safety Employees (police officers, firefighters, EMT's):

*Public Safety employees are held to a higher standard than other municipal employees, given extensive tax-payer funded training, salary while being trained, and superior retirement benefits.*

*As such, any revocation or suspension of the affected employee's driver's license shall result in termination, after appropriate due process.*

**Section 3. Revocation/Suspension - Non-Law Enforcement**

Should an employee's license be temporarily revoked for a period of six (6) months or less, that employee shall be demoted to a lower wage classification after appropriate due process, until the license is returned by the State. The wage shall be a 10% reduction in pay; given the loss in employee value by not having a license. Failure to secure even a limited license for work after 6 months from revocation/suspension shall result in termination *after appropriate due process*. The affected employee shall also be reminded of the City Employee Assistance Program.

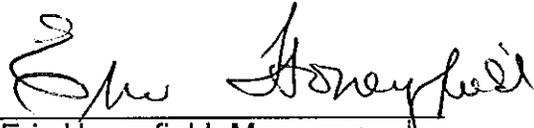
**Section 4: Termination**

Should an employee fail to voluntarily notify the City of a revocation, or if the employee receives any second revocation/suspension or is denied insurance coverage by the

City's carrier, during their entire tenure with the City, whether continuous or not, the employee will be terminated after appropriate due process.

Section 5: Existing Revocations

Those employees with already-revoked or suspended licenses on the effective date of this policy will be handled on a case-by-case basis, considering past revocations, preventable incidents, and job duties.

  
Eric Honeyfield, Manager

10 - 7 - 10  
Date