

EFFECTIVE DATE: 4-19-04

SUBJECT: Personnel

AR 04-03

AN ADMINISTRATIVE REGULATION ESTABLISHING
A DRIVER LICENSE POLICY

Section 1. Purpose.

A driver license policy has been established to insure the City of Hobbs' ability to maintain insurability for those employees required to drive a City issued vehicle in order to conduct City business.

Section 2. Driver License as a Job Requirement.

Each position shall be evaluated to determine if the use of a City vehicle is a specific job requirement and, if so, will be stated in the position description. An employee whose position places them in this category will be required to obtain, provide, and maintain a valid state issued driver license.

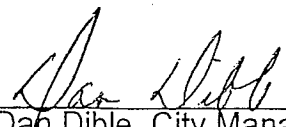
The City of Hobbs pre-employment background process shall include a motor vehicle license check on all applicants who possess a state issued driver license [regardless of job requirement].

Section 3. Electronic Record.

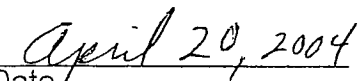
The personnel office shall maintain an electronic record of the valid state issued driver license in the employee database as well as a hard copy in the employee's personnel file.

Section 4. Employee's Responsibility to Notify.

It shall be the responsibility of the employee to notify the personnel office of any changes in their driver license status, including suspensions or revocations. In the event of a license renewal or other change resulting in a new license being issued, the employee shall submit a photocopy to the personnel office so that the electronic record may be updated.



Dan Dible, City Manager



Date