

Administrative Policy 3-5-10

DISTRIBUTION: City Manager, All Departments

SUBJECT: **Driver's License & Vehicle Operations Policy**

Purpose: To provide the guidelines and rules by which employees shall be authorized to operate City vehicles and equipment and to acquire and maintain an Oklahoma driver's license.

BACKGROUND: see purpose

POLICY/

PROCEDURES: **Driver's License & Vehicle Operations Policy**

A. Who Needs an Oklahoma Driver's License

1. Any City of Muskogee employee who drives or operates a City vehicle or piece of equipment, or who uses his/her personal vehicle while performing work on behalf of the City of Muskogee, or who operates vehicles leased by the City of Muskogee. City of Muskogee employees are required to have their Oklahoma driver's license on-hand while operating vehicles or equipment for which a driver's license is required.
 - a. Driver's licenses issued by states other than Oklahoma will not be accepted for purposes of this policy.
 - b. It is the responsibility of the Supervisors to physically verify all employee's driver's licenses at least twice per year.
2. Probationary or non-probationary employees shall only be eligible for promotional consideration to positions requiring driver's licensure only if they hold the appropriate level of license and/or related endorsements required of that position.

B. Suspended Licenses

1. Employees responsible to drive within their City job will immediately notify their supervisor if their driver's license has been suspended or cancelled or has limitations placed on it. Failure to immediately notify the supervisor or department head will subject them to disciplinary action, up to and including termination.
2. Employees responsible to drive within their City job who have their license suspended will be placed on leave without pay and will be given up to thirty (30) days to have their license reinstated or obtain authority from the state of Oklahoma to continue driving, with a stipulation to drive only for work purposes and without any type of interlock device, as a condition of their employment.

- a. During that thirty (30) day period, the employee will be allowed to use accrued vacation or compensatory time; if no vacation or compensatory time is available, employee will be placed on leave without pay.
3. Employees who are unable to have their license reinstated or obtain authority as indicated above within thirty (30) days will be subject to a pre-termination process at the end of that period.
4. Due to police employees being held to a higher standard within the community, Police employee who lose their license as a result of a DUI or DWI will be subject to further disciplinary action according to the Police Department Policies & Procedures Manual.


C. Responsibilities

1. Employees who are licensed and authorize to operate City vehicles and equipment are expected to follow defensive driving regulations and seatbelt use regulations as stated in Administrative Policies 3-5-7 and 3-5-8.
2. Employees who are authorized to drive a City vehicle during working hours for their job are required to operate that vehicle specifically for their job purpose. Using the vehicle to perform personal errands will not be tolerated unless the errand is performed specifically on a lunch break, does not involve going outside of the employee's reasonable driving route and the employee does not have a personal vehicle at the job site.
3. Only City employees are authorized to drive or ride in City vehicles during working and non-working hours. Those employees found to have passengers other than City employees will be subject to pre-disciplinary action review.
 - a. An exception will be made if an employee is conducting City of Muskogee business and passengers are not employees of the City (i.e. contractors, guests, police ride-a-long program, etc.)
 - b. An exception may also be made during the lunch hour with expressed approval from the City Manager.
4. If an employee's driver's license is lost, stolen or misplaced, it is the responsibility of the employee to obtain a replacement license and show proof to their supervisor within three (3) business days. Vacation time or compensatory time shall be allowed to obtain a replacement license with supervisory approval.

REFERENCES: None


EFFECTIVE DATE: This policy shall be effective on and after March 1, 2015.

RESPONSIBLE DEPARTMENT: Human Resources


Howard W. Brown, City Manager

2.19.15
Date

APPROVED as to form and legality this 24 day of February, 2015.


Roy D. Tucker, City Attorney