

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

EMPLOYEE DRIVING RECORDS

Regulation No.:

2.21

Effective Date:

July 6, 2001

Supersedes: March 14, 1994

I. PURPOSE

This administrative regulation is intended to:

- A. Establish minimum training standards for the drivers of all motor vehicles insured by the Town of Vienna;
- B. Provide for a regular driving record and license status review for the drivers of Town vehicles;
- C. Define reporting procedures for circumstances that may detrimentally affect an employee's driving record or status; and
- D. Establish procedures dealing with employees with unacceptable driving records or license status.

II. RESPONSIBILITY

- A. All personnel who operate or may operate motor vehicles owned, leased, or insured by the Town of Vienna are responsible for compliance with the requirements of this regulation.
- B. Department heads and all supervisors are responsible for the implementation and continued compliance with this directive.

III. SCOPE OF APPLICATION

This regulation includes all employees or volunteers who drive or may drive as part of their job or duties, town-insured motor vehicles or motorized self-propelled equipment on any public roadway or along public rights-of-way.

IV. HIRING STANDARDS

- A. An applicant who has a six-point conviction under the Virginia Division of Motor Vehicles moving violations and points assessment program or equivalent convictions from other states (examples are reckless driving, failure to stop at the scene of an accident, driving while intoxicated, etc.) within two years of the date of his/her application shall not be eligible for consideration for hire.

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B. An applicant who has more than two convictions for moving violations of any nature within one year of the date of his/her application, or more than four convictions for moving violations within three years of the date of his/her application, shall not be eligible for hire.

C. An applicant who has a history of two or more revocations of his/her license for the same violation, or three or more suspensions for the same violation, within five years of the date of his/her application shall not be eligible for consideration for hire.

D. The Town Manager shall have the authority to make a determination that an applicant's driving history which may not fall within these specific guidelines, but which demonstrates a hazardous pattern of motor vehicle violations or accidents and a disregard for motor vehicle laws, shall not be eligible for consideration for hire. The Town Manager shall also have the authority to waive these criteria if there are unusual mitigating circumstances and he/she believes the waiver is in the best interests of the Town.

V. MINIMUM DRIVER REQUIREMENTS

A. All employees shall promptly report, to their immediate supervisor on forms provided, the receipt of any moving violation or involvement in any accident which occurs while they are operating a Town-insured vehicle. Failure to report such an incident may result in discipline up to and including termination.

B. Employees who drive Town-insured vehicles must immediately report any change in their license status with the Commonwealth of Virginia to their department head through their immediate supervisor. They must also report, as soon as practicable, but not later than their next immediate workday, any charge and/or conviction of the following violations:

1. Driving under the influence of drugs or intoxicants;
2. Refusal to submit to a blood or breath test for determination of drug or alcohol content;
3. Reckless driving;
4. Leaving the scene of an accident; or
5. Vehicular manslaughter or homicide.

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C. Employees whose driving record reflects that they have: (a) accrued more than 10 demerit points with the Division of Motor Vehicles; or (b) been convicted of one or more of the traffic violations listed in Section V, paragraph B; or (c) had their driving privileges either revoked, suspended, or not renewed by the Division of Motor Vehicles may have their Town driving privileges revoked or placed in a probationary status or may be disciplined up to and including termination.

1. In the event that a department head approves the revocation of an employee's driving privileges, such action will be reviewed by the Town Manager.

2. Should the decision to revoke an employee's driving privilege be sustained by the Town Manager, the employee will be notified in writing of the length of revocation. Should such employee be in a position that requires him/her to drive, then the Director of Administrative Services will make every effort to place the employee in a vacant non-driving position for which the employee is qualified. If there is no such position available, then the employee may be terminated. A change in the employee's job status, other than termination, may impact the employee's salary and will be handled as outlined in the Town's Personnel Ordinance.

3. If an employee has been placed in a non-driving position as a result of violating his/her probationary status and then regains the right to drive, he/she may apply for driving positions as they become vacant. The decision to place him/her in such a position shall be solely that of the Town.

4. Immediate supervisors will be held accountable by the appropriate department head for monitoring the driving abilities and safety records of their immediate subordinates. Supervisors shall therefore have the responsibility of reviewing all accidents and/or unsafe driving reported or noted of their subordinates. They shall therefore have the authority to recommend remedial training, probation, or any disciplinary action (up to and including termination) which they deem appropriate if such review reveals that an employee has been negligent or derelict in his/her driving habits to the extent the supervisor finds him/her to be an unsafe driver.

D. Checks on the driving record and status with the Division of Motor Vehicles will be conducted on an annual basis. Any driver found not to be in compliance with this regulation will be dealt with as outlined in paragraph C (1) above.

VI. APPLICABLE DOCUMENTS

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None

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<i>Signature of Town Manager:</i>	<i>Date:</i>
	