

TITLE Driving & Motor Vehicle Record Checks	APPROVAL DATE: January 1, 2024
DEPARTMENT CUSTODIAN Human Resources	DATES REVISED:

PURPOSE: To set standards for running motor vehicle record (MVR) checks and set expectations for anyone who drives a County vehicle and/or employees who drive personal vehicles on County business.

DEPARTMENT(S)

AFFECTED: All, except the Sheriff’s Office and Elected Officials

POLICY:

A. Definitions:

- 1) **Driver** means all employees driving a personal vehicle for County business and/or all persons driving a County vehicle, including employees, interns, contractors and/or volunteers. Elected and Appointment Officials excluded.
- 2) **Motor Vehicle Record (MVR)** is a driving history record of the driver.
- 3) **Vehicle** means any personal or County automobile, truck, van, or sport utility vehicle, motorcycle or motorized equipment requiring a valid Driver License to operate.
- 4) **Violation** is any conviction or guilty/no-contest plea for a vehicle-related crime or traffic infraction resulting in a criminal or administrative record in the Driver’s driving history.
- 5) **Driving incident** is any occurrence in which a determination may be pending but could result in a violation.

B. Applicability:

- 1) This policy applies to all County Drivers, excluding the Sheriff’s Office and Elected Officials.

C. Eligibility to drive on county Business:

- 1) Drivers with a suspended, revoked or canceled Driver License may not drive on County business.

- 2) Depending on the severity of a violation, a Driver may be instructed not to drive on County business for a specified period of time.
- 3) Drivers with violations may be required to take additional safety and/or compliance training. Any assigned training must be taken within the timeframe prescribed by the Department Official.
- 4) Prior to employment for a position that requires driving, Human Resources must review and assure the candidate is eligible to drive on County business.
- 5) Driving records shall be reviewed periodically throughout employment for eligibility to drive on County business.

D. Driver Responsibility:

1) County Vehicles:

- a) Drivers shall report immediately any known unsafe conditions, mechanical problems, and any damage to a County vehicle to the Fleet Services Division and their Department by notification to their direct supervisor.
- b) Drivers and other County employees shall not transport unauthorized individuals, or let unauthorized individuals drive County vehicles. This includes family, friends and other non-employees.
- c) Drivers shall not use county vehicles for personal purposes except for travel to and from lunch or incidental/personal errands permitted by their Department.
- d) If a County fleet vehicle is returned in a condition that requires extensive cleaning due to operator neglect or abuse, the Driver's division may be charged for cleaning the vehicle.
- e) Drivers shall report accurate vehicle mileage as directed by their Department. Failure to report mileage accurately may result in loss of privileges and/or disciplinary action.
- f) Designated County vehicles are equipped with a live GPS tracking units. These units may track vehicle speed, location, diagnostics, hard stops, hard starts and/or hard cornering. The data is fed back to a software system that allows the County to monitor driving activities appropriately.

2) Personal Vehicles:

- a) If a personal vehicle is to be used for County business, the Driver shall:

1. Maintain auto insurance in accordance with state law
 2. Provide proof of insurance upon request
 3. Maintain the operating condition of the vehicle in accordance with all State and Federal Laws and Regulations
- b) The County does not pay for damage to personal vehicles or deductibles on insurance policies. A Driver who chooses to drive their personal vehicle on County business should submit their claims to their own insurance company.
 - c) County logos shall not be applied to personal vehicles unless otherwise approved by the Department Director and County Manager.
- 3) County & Personal Vehicles – Drivers shall abide by the following when driving on County business:
- a) Operate the vehicle in a safe manner consistent with applicable driving conditions
 - b) Use child safety seats and seatbelts in accordance with State law when transporting children
 - c) Require all occupants to use seatbelts
 - d) Do not use vehicles that are unsafe to operate
 - e) Do not offer rides to hitchhikers
 - f) Lock vehicle doors and remove keys when parked
 - g) Adhere to local, state and federal driving laws and obey warning signs
- 4) Notification of Driving Incidents, Violations and/or Citations
- a) Any Driver who is required to drive on County business must immediately report to their Supervisor all driving incidents, citations and/or violations while driving on County business.
 - b) If a driving incident occurs outside of work hours and affects, or could, affect or change the Driver's ability to drive on County business, they are expected to notify their supervisor as soon as possible, and no later than their next scheduled shift.
 - c) Supervisors shall report all known violations to Human Resources in a timely manner, typically within 24 hours.

- d) Drivers and/or Supervisors who fail to report violations may be subject to disciplinary action up to and including termination of employment.
- 5) Drivers who will be driving on County business in either a County or personal vehicle and have an out-of-state license must obtain a Colorado Driver License within 30 days of hire or beginning to provide services as a Contractor, Intern or Volunteer, except in rare cases when approved by their Department Official, such rare cases must be reported to Human Resources.

The below related policies can be located on the '[Administrative Policies](#)' page on the Douglas County website:

- DOT CDL Driver
- Drug-Free Workplace (post-accident requirements)
- Employee Mandatory Disclosure