

Sacramento Suburban Water District

Driver Record and Insurance Review Policy

Adopted: August 21, 2006

Revised: August 18, 2008; June 21, 2010

100.00 Purpose of the Policy

The purpose of this policy is to establish and apply uniform criteria when accessing and evaluating driver record, class and financial responsibility/insurance information for Directors, staff, prospective staff, and volunteers driving a vehicle owned by the District or a personal vehicle on District business.

200.00 Policy

It is the policy of the District to require every Director, staff member, prospective staff member, and volunteer driving a District or personal vehicle while on District business to hold a valid State of California driver's license. Additionally, any personal vehicle driven for District business purposes must meet the requirements of the California Compulsory Financial Responsibility Law, California Vehicle Code Sections 16000 through 16078.

Prospective staff members and volunteers will be required to provide a current Department of Motor Vehicles ("DMV") driving record report after a conditional offer of employment has been made or volunteer opportunity has been presented.

Every Director, staff member, and volunteer will be responsible for reporting to the General Manager or his/her immediate supervisor any traffic law moving violation or accident that occurs while they are conducting District business and shall do so immediately following the violation or accident. Directors shall report to the General Manager or his/her designee; staff members and volunteers shall report to their immediate supervisor.

Every Director, staff member, and volunteer will be enrolled in the DMV Employer Pull Notice Program ("Pull Program") and will be required to sign an Authorization for Release of Driver Record Information for enrollment into the Pull Program. The information received from the Pull Program will be used to validate any traffic law moving violations or accidents reported to the Human Resources Coordinator by a Director, staff member, or volunteer. Upon termination of employment, the Director, staff member, or volunteer will be removed from the Pull Program.

Under the requirements of the California Compulsory Financial Responsibility Law, every Director, staff member, and volunteer shall also sign a "District Proof of Insurance Form" with a copy of the proof of financial coverage attached to the form to assure financial responsibility (most commonly established by maintaining automobile insurance coverage) for any personal vehicle used on District business. This form shall be signed at the time of hire, taking office, or the start of the volunteer assignment and shall be submitted on at least an annual basis. The District requires updated insurance information to be submitted to the Human Resources Coordinator whenever the financial responsibility is changed.

If a Director's, staff member's, or volunteer's license is refused, revoked or suspended by the DMV or a court of law, or in the event of any loss of financial responsibility/insurance, the Director, staff member, or volunteer must immediately inform the General Manager or his/her designee (Directors) or his/her immediate supervisor (staff members and volunteers) by the next business day. If a staff member or volunteer fails to notify the General Manager/designee or his/her immediate supervisor as required by this policy or continues to drive a District or personal vehicle after the loss of a license, license class or financial responsibility/insurance, then the General Manager may in his or her discretion take appropriate disciplinary action against the staff member or volunteer up to and including termination of employment. If a Director violates this policy, the General Manager will report the violation and any recommended action to the Board.

If the license or financial responsibility/insurance is restored at a later time, the District is under no obligation to return a staff member to his/her former position if the position requires a driver's license or a certain license class.

300.00 Authority and Responsibility

The General Manager is authorized to establish a procedure for reviewing and evaluating driver record and financial responsibility information that will include review criteria and appropriate actions to be taken. The General Manager shall be responsible for implementing the procedure in an effort to reduce the District's exposure to liability as well as ensure the safety of Directors, staff members, volunteers, customers and members of the general public.

400.00 Policy Review

This Policy shall be reviewed at least biennially.