

Sacramento Suburban Water District

Driver Record and Insurance Review Policy

Adopted: August 21, 2006
Ratified without changes on: July 16, 2018

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 who drive a District or personal vehicle while on District business.

200.00 Policy

It is the policy of the District to require every Director, staff member, prospective staff member and volunteer who drive 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 authorize the District to obtain 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 designee (Directors), or their immediate supervisor (staff members and volunteers), any moving violation or accident that occurs while they are driving a District or personal vehicle on District business, and shall do so immediately (within 24 hours) following the violation or accident.

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 moving violations or accidents reported 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 “Proof of Insurance” 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 resubmitted on an annual basis.

If a Director’s, staff member’s or volunteer’s license is 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 designee (Directors) or his/her immediate supervisor (staff members and volunteers) by the next business day. If a Director violates this policy, the General Manager will report the violation and any recommended action to the Board of Directors. If a staff member or volunteer fails to notify his/her immediate supervisor or continues to drive a District or personal vehicle on District business after the loss of a license, license class or financial responsibility/insurance, appropriate disciplinary action may be taken up to and including termination of employment.

300.00 Authority and Responsibility

The General Manager is responsible for administering this policy and has established a process for reviewing and evaluating driver record and financial responsibility information as set forth in the Driver Record and Insurance Review Procedure (PR-HR 003) 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.