



Approved:

**City of Commerce, California  
Human Resources Policy and Procedure Manual**

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City Administrator

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**SUBJECT: DRIVER'S LICENSE REQUIREMENTS**

**PURPOSE:**

To define the necessary requirements for City employees who drive City vehicles or personal vehicles as authorized in the course of their employment.

**POLICY:**

State law requires the possession of an appropriate valid California driver's license for the operation of a motor vehicle or combination of vehicles. All City employees authorized to drive either personal or City-owned vehicles on official City business are required to possess the appropriate valid California driver's license.

To ensure that City employees who drive a vehicle as part of their job responsibilities have a current, appropriate and unrestricted driver's license, employees are required to enroll in the DMV Employer Pull Notice program. The DMV Pull Notice Program affords the City the opportunity to receive timely driving records of employees who drive on the City's behalf and whose job duties require driving a City vehicle in accordance with the California Department of Motor Vehicle Information Services Program. This assists the City in improving public safety and minimizes the City's risk and liability. The Human Resources Department in partnership with the Transportation Department administers the DMV Employer Pull Notice Program. The DMV reports will be maintained on a confidential basis by the Human Resources Department.

It is the responsibility of Department Heads and supervisors working with the City's Safety Committee to promote accident prevention, and driver's training. The Human Resources Department will ensure that each employee or applicant offered employment possesses the appropriate driver's license for the classification they hold. All employees who are required to drive a vehicle as part of their job responsibilities shall complete a defensive driving session with the Transportation Department prior to operating a City vehicle.

Employees in certain classifications who regularly or periodically drive commercial vehicles shall obtain and maintain a valid Class "A" and/or Class "B" motor vehicle driver's license with appropriate endorsements (.e.g. hazardous materials, passenger endorsement). The Human Resources Department and the department heads shall monitor the progress of all employees required to upgrade their license to a Class "A" or "B".

Employees possessing restricted or medically restricted licenses shall be assessed for their ability to perform the essential functions of the position and in a manner that would not endanger the health or safety of the employee, other employees or members of the public. Such accommodation shall be in compliance with reasonable accommodation requirements as defined under the Americans with Disabilities Act (ADA) federal legislation.

Employees are required to have in their immediate possession a valid Class A, B, or C driver's license at all times while driving a vehicle. Employees who are not in possession of the required license shall not be permitted to drive a vehicle.

Reimbursement of mileage for use of personal vehicle for business activity shall be in compliance with the City of Commerce Administrative Policy Mileage Reimbursement.

**Notification of Violations:**

The Director of Human Resources or designee shall notify the Department Head (or City Administrator where appropriate) when an employee's DMV report indicates a change in driver's license status, required physical/medical examination or any adverse DMV action. It is however, the responsibility of the employee to notify his or her immediate supervisor within one (1) working day of the suspension, revocation, cancellation, or disqualification of their driver's license.

The Department Head will review the DMV report with the employee to determine the course of action to be taken pending the employee acquiring the required class driver's license. Disciplinary action, as outlined in Personnel Policy and Procedure Manual Policy, shall apply to an employee who experiences the suspension, revocation or disqualification of a driver's license which is required for the employee's performance of job duties.

For employees whose position requires possession of a valid Class "A" or "B" driver's license:

1. The City shall provide access to the City's medical facility and pay for the required physical examinations necessary to secure appropriate licenses.

2. Departments shall provide up to one (1) hour paid release time for employees to complete the required physical examination at the City's medical facility. Such release time shall be pre-approved by the employee's supervisor and shall not impact department's staffing or operational needs.
3. The City shall reimburse all employees up to \$39.00 for the cost to obtain and/or renew their Class A or B License.
4. The employee must enroll in the City's DMV Employer Pull Notice Program.
5. Any costs incurred due to an expired license shall be paid for by the employee.

**PROCEDURE:**

**Responsibility**

Employee

1. Obtains and maintains a valid Class "A", "B" or "C" driver's license with any required endorsements (i.e., passenger).
2. Obtains renewal of required driver's license and any needed endorsements prior to actual expiration date and provides copy of DMV renewal to Human Resources Department.
3. If the employee completes their medical exam prior to sixty (60) days of their expiration date they may mail their original medical certification to D.M.V. with a copy provided to Human Resources. However, it is the sole responsibility of the employee to provide proof of a valid drivers license to the City.
4. If the employees completes their

medical exam within sixty (60) days of their expiration date they must personally submit their medical certification directly to D.M.V. and provide the D.M.V. Receipt of Medical report update to the Human Resources Department.

5. Notifies supervisor within one (1) working day of the suspension, revocation, cancellation, or disqualification of driver's license.

Notifies supervisor of any offense involving the unsafe operation of a City motor vehicle.

Department Head and/or Supervisor

6. Maintains listing of all employees by classification who have been assigned to regularly or periodically drive a vehicle or combination of vehicles and the type of driver's license required along with any required endorsements, including expiration date and bi-annual physical examination dates.
7. If possible, assigns employee to non-driving duties while investigation is made when an employee's driver's license is suspended, revoked, cancelled or disqualified.
8. Notifies Human Resources Director and follows Disciplinary procedures in cases where Department Head determines loss of license prevents regular employee(s) from performing essential duties of job and the employee's job cannot be modified without substantial impact on department operations. Contact the Human Resources Department for

employees who have not completed their initial probationary/training period.

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| Department Supervisor      | <ol style="list-style-type: none"><li>9. Notifies Human Resources Department to schedule employee(s) for physical examination to comply with the requirements for obtaining and maintaining a valid Class "A" or "B" driver's license.</li><li>10. Schedules employee(s) for physical/medical examination to comply with the requirements for obtaining and maintaining a valid Class "A" or "B" driver's license. Ensures scheduling does not impact staffing or operational needs of the department.</li></ol>  |
| Human Resources Department | <ol style="list-style-type: none"><li>11. Receives copy of Driver's License Medical Examination Report (DMV DL-51 Form) and instructs employee to transmit to DMV. Files medical examination report and DMV medical update receipt in employee's medical file.</li><li>12. Enrolls employees who hold a Class "C" license and are required to drive on the City's behalf in the DMV Employer Pull Notice Program.</li><li>13. Notifies Department Head of any employee(s) whose driver's license has been suspended, revoked, canceled or disqualified, and does not allow employee to perform the duties of his or her classification requiring the operation of a motor vehicle.</li><li>14. Notifies Department of the results if the employee does not pass the</li></ol> |

physical/ medical examination.

Employee

15. Pays any additional costs due to an expired license.

Human Resources Department

16. Upon appointment of employee(s) to a classification requiring an appropriate license, makes copies of employee's driver's license for the appropriate personnel files.
17. Notifies Transportation Department of any terminations of employees whose classifications require an appropriate Class "A" or Class "B" license.

Transportation Department

18. Administers the Employer Pull-Notice Program Agreement with the Department of Motor Vehicles for those employees who possess a Class "A" or Class "B" driver's license and ensures that the City meets the requirements of the Pull-Notice Program.
19. Notifies the Department of Motor Vehicles to add/remove employee(s) from the Pull-Notice Program.
20. Provides DMV Pull Notice Report to departments and Human Resources on those employees whose license will expire within sixty (60) days.

Department

21. Notifies employees of impending expiration of their drivers license and required DMV Medical certification.
22. Informs Human Resources Department of any changes as to the assignment of staff who are in a classification that requires an

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appropriate license.