

- Three years of driving experience and current possession of a valid driver's license, appropriate to state requirements. Drivers with less than three years of driving experience may be certified to drive District vehicles, but are not allowed to carry any passengers or tow another vehicle or trailer.
- Must, at all times, be able to safely operate the vehicle.
- No alcohol or drug-related driving convictions, in the past ten years. Driving records that show a drug or alcohol related violation that did not result in a conviction will be revealed to the potential driver to have the state motor vehicle department remove the violation from the potential driver's record.
- No more than three moving violations in the past three years. (Note that a seat belt violation is considered a moving violation).
- No more than two moving violations and/or "at fault" accidents in the prior 12 month period.
- No combination of other infractions in sufficient numbers as to reflect poor judgment or failure to follow acceptable driving practices or rules.
- While these are threshold guidelines, an individualized assessment will be completed on each employee driving record as well as the nature and necessity for their operation of District owned vehicles.
- This policy shall be applied such that it is job related and consistent with business necessity.
- The District's Risk Manager, retains the final authority on driver certifications.

All certified drivers must be re-certified annually, by following the above procedure.

Certified drivers are required to notify Risk Management within 48 hours of the next contracted work day after receiving any traffic infraction/violation that will be reflected on their driving record, regardless of if the infraction occurred in the course of, or outside of their employment.