



RISK MANAGEMENT PROCEDURES

Content: **Driver Certification and Approval
to Operate District Owned Vehicles**

Procedure Code: **RM-100**
Effective: **2019-07-01**

Standard: All drivers must be certified prior to operating District owned vehicles. Certification is based on the employee's satisfactory driving record.

Administrative Details:

1. North Clackamas School District must comply with the provisions of the Fair Credit Reporting Act (FCRA).
 - The potential driver will be provided with notice as required by the FCRA and be required to complete a release and waiver to authorize the District to complete a Background Record Check Authorization.
 - If the motor vehicle driving history contains information that prohibits the person from driving a District vehicle, the applicant/employee must be notified by sending a personal notification prior to taking any adverse action. A copy of the summary of rights under the FCRA must accompany this notification.
 - The applicant/employee can exercise his/her rights under the FCRA to clarify any information from his/her file.
 - If it is necessary to deny employment or take adverse action based on the report, the District will provide notification to the applicant/employee and include a summary of their rights under the FCRA.

2. Risk Management will receive the potential driver's motor vehicle records and the direct/hiring supervisor and Human Resources will be advised via e-mail if the driver is certified, based on a satisfactory driving record. If certification is denied, the supervisor will be immediately contacted by phone, and Human Resources will be notified. In addition, the applicant/employee will be provided with notice as required by the FCRA.

To be certified, all drivers must meet the following minimum requirements: