



## DRIVER'S LICENSE MONITORING POLICY

### 1. **General Statement**

The driver's license monitoring policy noted in this section applies to non-uniform classifications (including AFSCME eligible employees) and uniform Fire Department employees. The driver's licenses for all Police Department employees will be monitored by the Little Rock Police Department utilizing the State of Arkansas State Vehicle Safety Program.

### 2. **Purpose**

To ensure that City of Little Rock vehicles are operated by employees in possession of valid Arkansas driver's licenses including any and all required endorsements.

### 3. **Policy**

All employees required to operate City vehicles or motorized equipment must possess and maintain a valid Arkansas driver's license and/or endorsement(s) in compliance with their respective job description/specification.

### 4. **Employee Responsibility**

a. All employees (including an employee in a non-driving position) who operate a City vehicle while on City business at any time while not in possession of a valid driver's license appropriate to the class/type of vehicle being operated, is subject to disciplinary action, up to and including termination of employment.

b. Employees are responsible for monitoring and maintaining their driver's licenses and for obtaining the required license and/or endorsement required for their respective job description/specification.

Employees promoted, demoted, or transferred must provide documentation of appropriate licensure prior to employment or as noted in the additional requirement section of the respective job description/specification.

c. Employees must notify the Arkansas Department of Motor Vehicles within thirty (30) days of any change of address. Employees shall initiate all actions necessary to obtain a valid driver's license showing their current address.

#### **Obligation to Report**

i. Employees must immediately report the change in status of their driver's license that may result in the driver's license being suspended, revoked, restricted, interlock device or expired (any non-valid status).

#### **Penalties**

ii. Failure to maintain a valid State of Arkansas driver's license or immediately report the change in status of your driver's license may result in disciplinary action, up to and including termination of employment.

5. **Department Responsibility**

- a. Departments must verify and monitor to ensure that employees possess and maintain an appropriate, valid driver's license and or endorsement(s) for the type of vehicle/equipment being operated.
- b. Departments have the responsibility to identify the required licenses required by employees who operate vehicle/equipment in the course of his/her employment.
- c. Departments are responsible for notifying and ensuring that the Department of Human Resources has the appropriate license type with any endorsements on all job descriptions/specifications.

6. **Procedure**

- a. The Department of Human Resources will monitor the driver's licenses of employees required to drive/operate City vehicles/equipment in compliance with their respective job description/specification.
- b. Employee information required to perform the driver's license check will be obtained from the employee's official personnel record maintained by the Department of Human Resources or a copy of the license provided by the respective Department.
- c. The Department of Human Resources will verify possession of a valid driver's license with appropriate endorsement(s) for all covered employees during the initial on-boarding of employment, to include promotions, demotions, or transfers to positions requiring a driver's license.
- d. The Department of Human Resources shall conduct a semi-annual (twice yearly) Motor Vehicle Record Check for employees by electronically accessing the Arkansas State website through Information Network of Arkansas as long as funding is available.
- e. The respective Department will be immediately notified of any invalid driver's license (restricted, expired, suspended, revoked, etc.) identified during the verification process, the notification to the respective Department Director of the status shall be via email and/or via phone.
- f. The affected employee(s) will be notified immediately by the Department Director or designee in writing to immediately refrain from the operation of all City vehicles and motorized equipment.
- g. The employee's Supervisor(s) or designee and the affected employee will meet formally within a minimum of one (1) business day of receiving an invalid motor vehicle record check notification to inform the employee of procedures to follow in order to reinstate his/her driving record. The employee will sign and receive a notice in writing acknowledging that the employee has been placed in a non-driving status.
- h. Employees will have two (2) business days (excluding weekends and holidays) to resolve any and all legal obligations with the State of Arkansas directly affecting the employee's ability to operate any motor vehicle or motorized equipment for the City. Time away from work to resolve the issue must be approved by the

Department using paid time off (PTO), compensatory time, or vacation leave, employees without leave shall receive authorized leave without pay.

- i. Employees who provide official documentation that they have obtained/restored their valid Arkansas Driver's License status within two (2) business days will provide the written documentation of reinstatement (including payment of license reinstatement fee) to their respective Department and the Department of Human Resources for verification.
- j. The Department of Human Resources will review and approve the verification of reinstatement documentation provided by the employee and verify the employee's driver's license status and forward an email reinstating the employee or notification of non-reinstatement to the respective Department.
- k. Employees who are unable to provide official verification of a valid Arkansas Driver's License within two (2) business days will remain in a non-driving status and may be subject to disciplinary action, up to and including termination.
  - i. The Department Director shall determine the appropriate action to be taken, based on the nature of the driving violation, the nature of the position occupied by the employee and in accordance with actions taken previously for similarly situated employees.
  - ii. If an employee is transferred to a non-driving position as a result of a change in driver's license status and later regains the right to drive, he/she may apply for driving positions as they become vacant. The decision to place the individual in such a position shall be at the discretion of the City.

**7. Issuance of Interlock Ignition Device (IID)**

- a. Employees who have been convicted of Driving under the influence (DUI) and have a court order requiring the installation of an Ignition Interlock Device (IID) on vehicles they drive will provide immediate notification to their Department in the form of a copy of the court order.
- b. Employees convicted of a DUI and required by court order to have an IID installed on any motor vehicle will be not be permitted to operate City vehicles/equipment.
- c. The Department Director shall determine the appropriate action to be taken, based on the nature of the position occupied by the employee and in accordance with actions taken previously for similarly situated employees.

Under no circumstance is the City of Little Rock obligated to provide a position for an employee who fails to maintain the driver's license required to perform his/her assigned job classification.

The City of Little Rock maintains the right to terminate an employee if he/she is unable to perform the essential functions of his/her job because of the loss of a driver's license in compliance with the respective job description/specification.