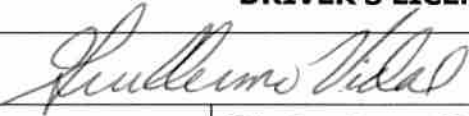


City and County of Denver	POLICY	Public Works Department
Subject:	DRIVER'S LICENSE REQUIREMENTS	
Approved:		
		Manager of Public Works
Number: 11	Effective Date: May 27, 2008	Page: 1 of 1

GENERAL

This policy supersedes and replaces Public Works Department Policy 10-P007, Driver's License Requirements, issued on February 11, 1998.

PURPOSE

Employees who are required to drive as a part of their job have a requirement that they shall have and maintain a valid driver's license. Employees who hold commercial driver's licenses (CDL) are part of a nationally recognized group of individuals that can directly affect the health, safety and welfare of the general public. These situations create the need for the special requirements and procedures associated with maintaining a driver's license or CDL.

An employee who has lost her/his driver's license or CDL may not perform any position requiring that license until it is reinstated. It is each employee's responsibility to maintain a current, valid driver's license or CDL. If the driver's license or CDL is suspended or revoked for any reason, it is the employee's responsibility to notify his/her supervisor immediately. For the purposes of this policy non-renewal of the Department of Transportation (DOT) medical card is considered to be the same as suspension or revocation of the CDL.

POLICY

This policy applies to all employees who are required to drive as a part of their job.

1. An employee who loses his/her driver's license or CDL must notify his/her supervisor "by the close of the business day, the day following the day of loss" (DOT Regulations, 383.33). Each day that notification does not take place may be considered a separate incident and violation. Employees who do not notify their supervisor of the loss of a driver's license or CDL within two working days will be subject to disciplinary action up to and including dismissal.

An employee's performance and the contents of the employee's personnel file will be reviewed consistent with the rules for progressive discipline. Contents of the employee's personnel file may include, but are not limited to: previous discipline, letters of commendation, and attendance records.

2. When an employee whose driver's license or CDL is suspended or revoked and the employee has notified his/her supervisor of this situation, an attempt will be made to allow the employee to take the steps necessary to reinstate the license as long as it is at the employee's own expense. A combination of approved leave may be used by an employee while reinstating the driver's license. The granting of leave under these circumstances will be determined on a case-by-case basis after a pre-disqualification meeting has been held taking into consideration the needs of the department and the employee's work record.
3. An employee who cannot have her/his driver's license or CDL reinstated within 90 days shall be disqualified pursuant to Career Service Board Personnel Rules.
4. The cause for losing a driver's license or CDL will also be reviewed consistent with the rules for progressive discipline. A license or CDL may be suspended or revoked due to driving while under the influence of drugs/alcohol, loss of valid insurance certificate, failure to pay child support, accumulation of points against the license or CDL, or other offenses.