



3.09 DRIVING RECORDS

Purpose

The purpose of this rule is to limit the City's financial risk and to maximize the safety of drivers, passengers, and the public when vehicles are driven on City business. This rule covers only the driving of vehicles; it is not intended to cover the operation of equipment. Bureau managers are responsible for enforcing this rule.

Unless otherwise provided by a collective bargaining agreement or noted herein, this rule defines the minimum standard for all City bureaus. Requests to deviate from this policy must be submitted in writing, reviewed by the Risk Manager, and approved by the Commissioner-In-Charge of the requesting bureau. Nothing herein shall be construed to limit a bureau from setting higher standards as needed to meet the particular needs of that bureau.

It is the responsibility of individual bureaus to notify Risk Management to evaluate driving records in accordance with this administrative rule. Risk Management maintains the responsibility for the development and administration of rules related to safety and loss control issues relating to employees driving City vehicles.

**Job Applicant Driving
Record Check Procedure**

When any position which will require driving as an essential job function is being filled, the driving record of all applicants under consideration shall be subject to evaluation. This rule applies to permanent, temporary and seasonal appointments. The following procedure shall be used.

1. All recruitments for positions requiring driving as an essential job function shall be identified prior to any job announcement.
2. All applicants for such positions shall be notified on job announcements of the City of Portland's driving record policy and requirements.
3. Prior to making a job offer, the hiring bureau must ensure that the applicant submits a current driving record to Risk Management. Risk Management will evaluate the record, as noted below, and advise the bureau whether the applicant is eligible for hire.
4. The applicant's driving history shall be compared to the City standard to ensure they meet the standard. The Citywide standard is attached as [Supplement A](#) to this rule.
5. If an applicant does not meet the city's driving record standard, their name shall remain on the eligible list but they may not be considered at that time for a job requiring driving as an essential function.

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6. Any applicant not meeting the driving record requirements shall be notified in writing by the Bureau of Human Resources of their failure to meet the City standard. The notification should include a copy of the City's Driving Record Policy and clarification that their name shall remain on the eligible list until they are able to meet all application requirements or until such time that the eligible list is expired.
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**DMV Record Evaluation
Form (Pre-Employment)**

The [DMV Record Evaluation Form](#) attached as Supplement A to this rule is the standard used citywide to determine applicant eligibility with regard to applicants' driving history. (The supplement is not part of the binding human resources administrative rule).

**Administrative Rule
History**

Adopted by Council March 6, 2002, Ordinance No. 176302
Effective April 5, 2002
Revised October 15, 2002
