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## AUHR 3.09 DRIVING RECORDS

### Purpose

The purpose of this rule is to limit the City's financial risk and maximize the safety of drivers, passengers, and the public when vehicles are driven on Auditor's Office business. This rule applies to Auditor's Office employees and candidates for positions in which driving is an essential function. This rule covers only the driving of vehicles; it is not intended to cover the operation of equipment. Auditor's Office 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 the Auditor's Office. Requests to deviate from this policy must be submitted in writing to Management Services. They must be approved by the City Auditor after consultation with Risk Management. Nothing herein shall be construed to limit the Auditor's Office from setting higher standards.

It is the responsibility of Management Services in consultation with Risk Management to evaluate driving records in accordance with this administrative rule. The Auditor's Office in consultation with Risk Management will maintain responsibility for the development and administration of rules related to eligibility criteria, for driving on Auditor's Office business, as outlined in Supplement A (see attached), and safety and loss control issues for employees driving on behalf of the Auditor's Office.

### Motor Vehicle Record

Every person filling a position in which driving is an essential function must meet the eligibility criteria of the Auditor's Office. The driving record of all applicants under consideration for a position in which driving is an essential function may be subject to evaluation. Meeting the eligibility criteria is a job requirement for new hires, recalls, and when an employee moves from a non-driving position to a position where driving is an essential job function. This rule applies to permanent, temporary and seasonal appointments. Volunteers and other designees must also meet the eligibility criteria to drive on Auditor's Office business. 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. Job announcements for positions requiring driving will include the driving record requirements of the Auditor's Office.

3. Prior to making a job offer, Management Services must ensure that the applicant submits a current (within 30 days), court-certified driving record to the City Auditor that shows at least the most recent 5-year driving history.
4. The City Auditor or a designee in consultation with Risk Management will evaluate the record, as noted below, to determine whether the record meets the eligibility criteria.
5. Applicants' driving histories shall be compared to the eligibility criteria to ensure they meet the standard. The eligibility criteria is attached as [Supplement A](#) to this rule.

### **Employee Criteria**

The eligibility criteria attached as [Supplement A](#) to this rule is the standard used to determine applicants qualified to drive on Auditor's Office business.

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### **Human Resources Rule Information and History**

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 3.09 Driving Records.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 25, 2016.