

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 215.1

Effective: March \_\_, 2020

**SUBJECT:** Motor Vehicle Record and Insurability Standards Policy

**PURPOSE:** The purpose of these standards is to set forth the requirements applicable to all drivers of District owned, leased, or rented vehicles. The District intends to provide a safe and healthy environment for its employees and citizens. The standards are intended to safeguard people, protect equipment, and reduce the frequency and severity of accidents involving District vehicles.

## SCOPE AND APPLICATION

The policy applies to all District employees to whom the District grants the privilege of operating a District owned, leased, or rented vehicle.

## DEFINITIONS

MVR: Motor Vehicle Record  
Violation: Any motor vehicle driving violation  
District Vehicle: Any vehicle owned, leased, or rented by the District for District business intended to be insured by the District's automobile insurance policy.

## DRIVERS REQUIREMENTS

The District may grant the right to drive a District vehicle to an employee only if the driver meets all the criteria set forth in these standards. The District may revoke a driver's right to drive a District vehicle in the event that the driver does not meet the criteria outlined in these standards or fails to follow these requirements.

All drivers of District vehicles must comply with the following:

- Have a valid United States driver's license for the class of District vehicle that the individual is assigned or authorized to drive or seeks to drive.
- Immediately notify their supervisor or manager if their driver's license is suspended, revoked, or has any limitations or restrictions. The supervisor should then immediately notify the Finance Director, who will notify appropriate additional parties such as the District's insurance carrier.
- Meet the insurability requirements set forth by the District's insurance carrier as defined in these standards.
- Observe all applicable federal, state, and local motor vehicle laws, ordinances and regulations.
- Report all incidents in accordance with established District procedures and cooperate in any investigation of the incident and any subsequent proceedings.

- Always wear a seat belt and ensure that all passengers wear their seat belts as well.
- Submit a completed MVR consent form to the Finance Department authorizing the District to check the driver's MVR.
- Maintain a MVR that satisfies the standards for an acceptable MVR asset forth herein.

All drivers of District Vehicles are prohibited from engaging in the following:

- Knowingly operating an unsafe vehicle.
- Consuming or being under the influence of alcohol or any substance that may cause impairment while operating a District vehicle.
- Texting or otherwise operating an electronic device while driving, other than legally permissible "hands free" phone operation.

#### PROCEDURES

1. Before the District grants the privilege to drive a District vehicle, the District must determine that the individual meets the requirements of these standards, including having an acceptable MVR.
2. In order to determine that the driver has an acceptable MVR, the prospective driver must submit a completed MVR Consent Form to the Finance Department authorizing the District to obtain and review the driver's MVR.
3. The District may at any time review an employee driver's MVR to determine if the driver has an acceptable MVR in accordance with District criteria. The District expects to routinely review a prospective driver's MVR upon receipt of a department's request to add a new driver, and annually thereafter for any employees who drive District vehicles.
4. Once the MVR has been obtained, it will be evaluated for appropriate action based on severity of listed incidents. The District's insurer may also be involved in this evaluation process.

In the event a driver's MVR is found unacceptable, the Finance Department will contact the driver's supervisor to notify them of the revocation or suspension of driving privileges.

#### ENFORCEMENT OF STANDARDS

Failure to meet the conditions of these standards, including maintaining an acceptable MVR, may result in revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action up to and including termination of employment.

---

Teresa O'Dette, Board President

## DRIVERS LICENSE AND DRIVING HISTORY INFORMATION

(Positions requiring driving a District vehicle)

1. Driver License

[     ] I certify that I have a valid and appropriate California driver license and that the information contained below is complete and accurate. I agree to notify the Finance Director's Office immediately if my license expires or is revoked. I understand that if I drive a vehicle while in the course of performing my job without a valid and appropriate license, I may be subject to disciplinary action which may include termination.

Name as Appears on License:			
State:		Endorsements:	
License Number:		Commercial (CDL):	Class A ( ) Class B ( ) Class C ( )
Expiration Date:		Regular Operator:	Class D ( )
Other:			
Birth Date:			

- a) Have you ever been denied a license, permit or operating privilege? ( ) Yes ( ) No  
If yes, attach a statement giving details
- b) Has any license, permit or privilege ever been suspended or revoked? ( ) Yes ( ) No  
If yes, attach a statement giving details

2. Driving Experience

Class of Equipment	Type of Equipment (Van, Truck, Flat)	Dates From                      To	Approximate Miles

MOTOR VEHICLE RECORD AND INSURABILITY STANDARDS AND  
EMPLOYEE VEHICLE USE POLICY MEMO OF UNDERSTANDING

I hereby authorized Truckee Tahoe Airport District to obtain my Motor Vehicle Record (MVR). An acceptable MVR based upon the District's insurance requirements and standards is a condition of employment. Truckee Tahoe Airport District may at any time request and review my MVR. I have read and understand the Motor Vehicle Record and Insurability Standards and the Employee Vehicle Use Policy and understanding that failure to maintain an acceptable MVR and abide by the Vehicle Use Policy may result in revocation of driving privileges, re-assignment to a non-driving position, as well as disciplinary action up to and including termination of employment.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT