



Date: March 23, 2010
To: All Employees
From: Charles McClendon, City Manager
Re: AP-46 Loss or Suspension/Restriction of Drivers License

I. Policy

This policy specifically addresses employees who occupy positions that require a valid driver's license and/or special driving certification (commercial driver's license) as a condition of employment.

II. Loss or Suspension/Restriction of Driver's License

An employee who has been charged with a violation of statutes that affects his/her driver's license or who has his/her driving privileges suspended, revoked or barred for violating such statutes, including but not limited to operating a vehicle while intoxicated, vehicular homicide or habitual violation, shall not be permitted to operate a vehicle on behalf of the company for a period of three months or until the time when the Department of Transportation or the appropriate state licensing agency restores the employee's ability to drive, whichever is greater. The suspension of company driving privileges shall take effect upon the company's notice of the charge against the employee.

III. Termination of Employment for Failure to Maintain a Driver's License

An employee whose job classification or position requires the possession and maintenance of a driver's license and/or any required special driving certification in order to perform the essential functions of the job and who subsequently has his/her license revoked, rescinded, suspended or the renewal denied, may be, after the exhaustion of all administrative contested case proceedings before the licensing agency, terminated from employment for failure to maintain the necessary qualification required for that position.

IV. Appeal Process

Please refer to Chapter 19- Grievances for specific appeal information.