

**SUBJECT: DRIVER'S LICENSE REQUIREMENTS**

Purpose: The purpose of this procedure is to establish a city-wide policy to assure that employees possess and maintain a valid Wisconsin driver's license while operating motor vehicles on City business.

Scope: This policy shall apply to all City employees who operate motor vehicles (regardless of frequency or duration), and is not limited to those who operate commercial vehicles.

Background: The Human Resources Department establishes job-related driver's licensing requirements consistent with applicable laws and standards. Employees are required to possess and maintain said licenses in order to perform, or provide for the performance, of driving duties. Although the law requires that commercial drivers notify the employer of loss of driving privileges, it has been determined that department/divisions should take appropriate measures to assure that all drivers are properly licensed while operating City vehicles.

Policy: Each Department/Division Head shall take reasonable actions to assure that all drivers are properly licensed. Said actions shall include:


1. Establishing procedures for, and ensuring, the periodic visual inspection of each driver's license, as issued by the State of Wisconsin. This inspection shall occur and be documented on at least an annual basis. Department/Division Heads may provide for more frequent and/or situational reviews as they deem necessary to maintain licensing requirements. A copy of all verification documentation shall be forwarded to the City Safety Coordinator.
2. Each Department/Division Head shall establish (in consultation with the Human Resources Director) necessary procedures and/or work rules relating to the consequences of a driver's failure to maintain a valid driver's license and endorsement (as applicable).
3. Each Department/Division Head shall establish necessary procedures and/or work rules requiring that employees immediately report the loss of their driver's license; and shall prescribe severe penalties for the operation of City vehicles without an appropriate license.

In addition to the foregoing, the Human Resources Department shall:

1. Identify and prescribe driver's licensing requirements on a position basis.
2. Document and maintain all commercial driver's license records both on a position and on an employee basis.
3. Coordinate city-wide participation in Department of Transportation loss-of-license notification systems.

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Responsibility: Department/Division Heads shall implement this policy in consultation with the Human Resources Director.

  
Susan J.M. Bauman  
Mayor

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