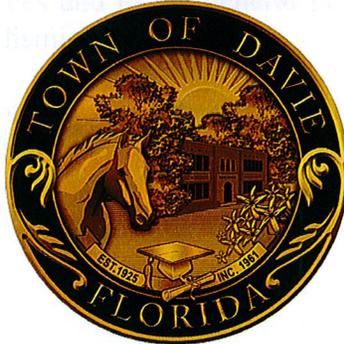


**TOWN OF DAVIE  
HUMAN RESOURCES DEPARTMENT**



**DRIVER'S LICENSE AS A CONDITION OF EMPLOYMENT  
SOP #24-002**

**September 19, 2012**

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

**APPROVALS:**

*Steve H.S. Hepsin*  
\_\_\_\_\_  
Author

*9/24/12*  
\_\_\_\_\_  
Date

*[Signature]*  
\_\_\_\_\_  
Town Administrator

*9-24-12*  
\_\_\_\_\_  
Date

## 1-1. POLICY.

Driving without a license is a serious violation of the law, punishable by fine, incarceration, or both. Town of Davie employees who operate motorized vehicles while on duty without a valid license do so at risk to themselves, possibly to clients of the Town, other Town employees and to the general public, and are subject to disciplinary action up to and including dismissal.

When it has been determined by the supervisor or Department Director in consultation with the Human Resources Department that possession of a valid driver's license is required in order to perform the essential functions of a position, the requirement shall be included in the employee's official Position Description.

## 1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, Part-Time, Seasonal employees, and volunteers.

## 1-3. REFERENCES.

- a. Americans with Disabilities Act of 1990.
- b. Part 1607, Federal Uniform Guidelines on Employee Selection Procedures (1978).

## 1-4. DEFINITIONS:

- a. Employment Decisions: For purposes of this operating procedure, includes hiring, promotions, transfers, demotions, membership in a collective bargaining unit, referral and retention.
  - b. Essential Function: Job responsibilities that an incumbent in a position must be able to perform, with or without reasonable accommodation.
  - c. Job Analysis: A process in which information about a specific job is collected and analyzed.
  - d. Qualified Individual: An individual who meets the skills, experience, education and other job related requirements of a job and who, with or without reasonable accommodation, can perform the essential functions of that job.
  - e. Selection Procedure: Any measure, combination of measures, requirement or procedure which is used as a basis for any employment decision.
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- f. Valid Driver's License: Possession of a current Florida driver's license for anyone residing in the State of Florida.

#### **1-5. PROCEDURE.**

- a. Driving without a license is a serious violation of the law, punishable by fine, incarceration, or both. Town of Davie employees who operate motorized vehicles while on duty without a valid license do so at risk to themselves, possibly to clients of the Town, other Town employees and to the general public, and are subject to disciplinary action up to and including dismissal.
  - b. When it has been determined by the supervisor or Department Director in consultation with the Human Resources Department that possession of a valid driver's license is required in order to perform the essential functions of a position, the requirement shall be included in the employee's official Position Description.
  - c. Once a position has been designated as requiring a valid driver's license, the requirement shall be input into the Town of Davie Personnel Management System, and the employee shall be required to maintain a valid license as a condition of employment.
  - d. Job advertisements for such positions shall indicate that possession of a valid driver's license as a condition of employment.
  - e. The incumbents or successful applicants for all positions which are so designated must be notified of the requirement and sign a receipt to acknowledge that they have been provided with access to the operating procedure and understand their responsibilities for reporting any change in their driving status. The receipts will be placed in the employee's official personnel file.
  - f. Employees in such positions who fail to maintain a valid driver's license for any reason will be removed from any driving duties and will be subject to dismissal as a result of inability to perform assigned duties and responsibilities. The Supervisor and Department Director should consult with the Human Resources Department to determine the appropriate action to take given the specific circumstances, such as, how long the employee will be without a license, whether there are other employees who are available to drive, the workload, etc. Dismissal may be necessary to meet operational requirements, but efforts may be made by the Department Director, Town Administrator or the Human Resources Department to assist an employee in finding alternative employment, which the employee qualifies for, if there are vacant positions available. The responsibility for finding alternative employment rests with the employee.
  - g. Employees whose position requires a valid driver's license but their license becomes invalid for whatever reason shall immediately report such status to their supervisor. The supervisor shall notify the Human Resources Department and the Department Director.
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- h.** If the employee is retained in the position, upon reinstatement of driving privileges the employee shall provide documentation to their supervisor. The supervisor shall notify the Human Resources Department and the next level supervisor.
  - i.** Employees are to notify their supervisor in writing if they are issued any traffic citation while driving for the Town of Davie.
  - j.** All employees are reminded that they are not to eat, email, text, use cell phones or any electronic device while driving for the Town of Davie. Some positions, such as Police Officers, may require the occasional concurrent use of an electronic device (for business purposes) while driving. However, it is recommended that all employees pull off the roadway before using an electronic device.
  - k.** Verification of Possession of Valid Driver's License.

    - 1.** Positions designated as requiring a valid driver's license as a condition of employment shall be monitored by the Town of Davie using the Florida Department of Highway Safety and Motor Vehicles (HSMV) for licensed Florida drivers.
    - 2.** A Human Resources servicing professional shall receive the official driving record of all successful applicants for any position which has been so designated to determine if the candidate possesses a valid driver's license. This shall be done prior to making an offer of employment.
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