

Section 4 – Establishing procedures for checking driver records

New personnel

The best way to have safe drivers in your organization is to hire people who have a history of safe driving. The key to this is checking both the driver's license and driving record.

What do you check the driver's license for?

Oregon residents must possess a Class C driver's license. This allows a person 18 years or older to drive a car or any single vehicle with a loaded weight of up to 26,000 pounds and accommodating up to 16 people including the driver. (Drivers who are residents of another state must possess an equivalent license issued by their state of legal residence.)

Class C Restricted licenses are NOT acceptable under the Vehicle Rules. Other [driver license restrictions](#) may not be acceptable depending on the agency driving needs such as those restricted to daylight hours only or those for operating a golf cart only.

How do you check driving records?

Agencies may obtain information from DMV through their Automated Reporting System (A.R.S.), through DMV's Interactive Voice Response System (IVR), or by direct terminal access. Accounts with DMV are required for this service. For further information on these various options, go to: [DMV inquiry accounts](#).

Agencies may also require that finalists provide a certified and sealed copy of their driving record. This is the best practice for out-of-state applicants whose records would not be in Oregon's Department of Motor Vehicles system. Be sure that you see the complete driving record for on and off the job incidents. Consider requesting a timeframe such as a period of the past five years.

It's critical that driving records be checked **before** a job is offered. Ideally, an acceptable driving record a minimum qualification to screen out disqualified applicants prior to an interview.

Review the driving record

Over the preceding 24-month period review the driving record. The following is an example of a High Risk Driver's record. These are the mandatory criteria for agencies on trial service per [OAR 125-155-0200](#). Other agencies are free to establish more or less stringent criteria if programs and agency risks indicate a need.

1. A misdemeanor or felony traffic offense in the last 24 months. This includes reckless driving, driving under the influence of intoxicants, failing to perform the duties of a driver, criminal driving while suspended or revoked, fleeing or attempting to elude a police officer and others; or
2. Felony revocation of driving privileges or felony or misdemeanor driver license suspension within the last 24 months; or
3. More than three Class B traffic violations in the last 12 months; or
4. A Class A moving violation in the last 12 months. (Class A is the most serious level of violation, e.g., going 30 mph over the limit.)

Agencies may also establish an acceptable record based on a maximum number of traffic citations over a specific time frame. When driving criteria are established, clearly state them in the recruitment announcement.

If driving is essential for an open position, the recruitment announcement should include a statement informing applicants that an offer will be contingent upon proof of a valid driver's license and an acceptable driving record. To be effective, this requirement should apply to all new personnel, including temporary, limited duration, and full time employees, current employees applying for the position, as well as job rotations.

If an applicant's driving record isn't acceptable, seriously consider having a policy in place that disqualifies the applicant unless there's some exceptional consideration. **Past driving behavior is a reliable predictor of future driving behavior. Selecting people for driving positions who have a history of unsafe driving places not only place the driver at risk, but also passengers and the general public.**

If driving is *incidental* for an open position, alternative means of transportation may be considered for an individual who does not meet requirements. Options include carpooling, public transit, taxi, and bicycle.

New Hire Checklist

- Verify driver's license is acceptable under the [State Vehicle Use and Access Rules](#).
- Verify DMV driving record is acceptable. Check complete driving record.
- Suspend file for ninety days (essential driving) or six months (incidental driving) for receipt of documentation of successful completion of agency's pre-driving training program.
- Employee articulates familiarity with the [State Vehicle Use and Access Rules](#), including the definition of "personal use" and "official state business."
- Employee articulates familiarity with agency, board, or commission policy.
- Employee articulates expectations of the agency, board, or commission in regard to maintaining a good driving record and what the consequences are for not meeting these expectations.

Current Drivers

The driving records of employees, who operate vehicles on state business to transport clients, drive long distances, or drive frequently should be reviewed at least every one to three years. This would apply to drivers of state, rental, or private vehicles operated on state business.

If you do establish a new requirement for your agency, you must inform employees of the change in policy and give them an opportunity to come into compliance. If it affects represented personnel, it's a good idea to discuss this first with your labor relations manager.

An interim review should also be done of a driver who receives a citizen report (unless it is determined to be for unfounded misuse). With the exception of citizen reports, standards for an acceptable driving record should be the same for current employees as for newly retained staff.

Checklist For Current Driver Review

- Verify driver's license is acceptable under the [State Vehicle Use and Access Rules](#).
- Verify DMV driving record is acceptable. Check complete driving record.
- Assess citizen reports, if any.
- Verify and document date of successful completion of defensive driver training.
- Employee articulates familiarity with the [State Vehicle Use and Access Rules](#), including the definition of "personal use" and "official state business."
- Employee articulates familiarity with agency, board, or commission policy.
- Employee articulates expectations of the agency, board, or commission in regard to maintaining a good driving record and what the consequences are for not meeting these expectations.