



CITY OF CHESAPEAKE, VIRGINIA

Number: 1.20

CITY DIRECTIVE

EFFECTIVE DATE: 12/22/2021

**SUBJECT: OFFICE OF CITY MANAGER
DRIVING STANDARDS POLICY**

SUPERSEDES: 5/7/2007

I. PURPOSE

The purpose of this policy is to provide procedures and minimum driving standard requirements for individuals who operate a motor vehicle in the conduct of City business.

II. DEFINITIONS

Driver – An individual with a valid, appropriate driver’s license, who operates a motor vehicle and includes both the routine driver and the occasional driver.

Motor Vehicle – Shall have the same definition as contained in the Code of Virginia and shall include an individual’s personal vehicle, operated in the conduct of City business.

Occasional Driver – An individual who operates a motor vehicle on an occasional basis in the conduct of City business and who has a valid driver’s license.

Routine Driver – An individual who operates a motor vehicle on a regular basis in the conduct of City business and/or whose job description includes a valid driver’s license as a special requirement.

III. APPLICABILITY

This policy applies to employees, employment applicants, interns, temporary service workers, contract workers and volunteers in departments under the direction of the City Manager who routinely or occasionally operate a motor vehicle in performance of their job duties.

IV. POLICY

A. An acceptable driving record is determined as the following:

1. No more than two convictions involving any moving violation within the last twelve months.
2. No violations or convictions that indicate the valid driver’s license is/was denied, suspended or revoked during the past two years for any reason other than failure to pay fines or other non-drug or alcohol related administrative reason(s).

3. No drug or alcohol related driving convictions within the past three years.
 4. No more than one conviction of reckless driving or driving 20 or more miles over the speed limit within the past three years.
- B. Convictions which are so egregious that they could be deemed negligent in the City's duties to the public may be addressed separately through the City's Disciplinary Policy or may result in disqualification of an applicant, intern, or volunteer. The date of conviction and anticipated date of hire will be used when determining eligibility under this policy.
 - C. One three-point infraction may be forgiven for an employee who chooses to voluntarily participate in a Virginia DMV-licensed driver improvement course. Please refer to the Guide to Driving Standards Process and Procedure for more information.
 - D. Employees, interns, temporary service workers, contract workers and volunteers shall maintain liability insurance, as required by Virginia law, on their personal vehicles if used for work purposes.
 - E. Current employees, interns, and volunteers who fail to meet the driving standards as outlined in this policy will be determined ineligible to operate a motor vehicle in the conduct of City business and may be separated from employment, internship, or volunteer position due to the inability to meet a requirement of the position.
 - F. In addition to the driving standards outlined herein, special provisions may apply for certain positions based on federal or state statutes, regulations, licensing boards, operation of emergency vehicles/equipment, etc. Departments with classifications subject to such regulations or provisions shall communicate this information to all affected employees and enforce the provisions of such regulations within their operation.

V. OTHER APPLICABLE POLICIES

City employees are also subject to Administrative Regulations/City Directives 1.19 (City-Wide Safety Program Loss Control Policy), 2.11 (Disciplinary Policy), 2.44 (Substance Abuse Policy) and 4.21 (Central Fleet Management Customer's Handbook) when required to operate a motor vehicle as part of their duties. As such, employees who routinely or occasionally operate a motor vehicle in performance of their job duties or as a requirement of their job description will be enrolled in the Department of Motor Vehicles (DMV) Driver Monitoring Program. Once enrolled, the Department of Human Resources will receive notification when an employee in the program receives a moving violation conviction, suspension, or revocation. The employee's supervisor and/or department manager will be notified of violations that cause the employee to be out of compliance with this policy.

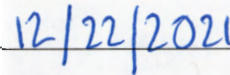
VI. OBLIGATION TO REPORT

Individuals who routinely or occasionally drive in their job are required to immediately report any change in their license status to their immediate supervisor. They must also report, as soon as practicable but not later than their next scheduled shift, any conviction that causes them to be in non-compliance with this policy. Failure to report as outlined above may subject the employee to disciplinary action, up to and including termination of employment.

APPROVED AS TO FORM AND CONTENT:

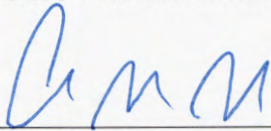


Andrea Ruege, Assistant City Attorney III

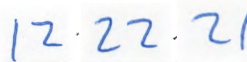


Date

APPROVED AND ADOPTED:



Christopher M. Price, City Manager



Date

Attachments: Guide to Driving Standards Policy and Procedure
City Driving Standards Policy Agreement