3-02/090.35 - Drivers License Check

Employees who operate county vehicles or use their own vehicles for county business shall be required to maintain a valid California Class "C" driver's license or a license class appropriate to the type of vehicle driven.

At least once a year, when performance evaluations or probationary performance evaluations are to be written, it shall be the supervisor's responsibility to obtain and attach a driver's history printout from DMV to the report, and to visually inspect the employee's driver's license. Employees are responsible to notify their unit commander if their license status changes during the year.

The expiration date and license class shall be noted on the last line of the "comments" section of the evaluation or probationary form.

Any evaluations forthcoming from a previous assignment shall be addressed to the new unit commander, not to the employee. It shall be the new unit's responsibility at this time to check and note the validity of the license on this evaluation.

Additionally, it shall be the supervisor's responsibility to ensure that an Employee's Personal Information form (SH-ADâ€‘91) pursuant to section 3-02/020.05, if needed, has been submitted.