

Sacramento Suburban Water District

Driver Record and Insurance Review Policy

Adopted: August 21, 2006

Approved with changes on: October 17, 2022

100.00 Purpose of the Policy

The purpose of this policy is to establish and apply uniform criteria when accessing and evaluating driver records, class and financial responsibility/insurance information for Directors, prospective and current staff, and volunteers who drive a District or personal vehicle while conducting District business.

200.00 Policy

It is the policy of the District to require every Director, prospective and current staff member, and volunteer who drives a District or personal vehicle while conducting District business to hold a valid State of California driver's license. Additionally, any personal vehicle driven for District business purposes must meet the requirements of the California Compulsory Financial Responsibility Law, California Vehicle Code Sections 16000 through 16078.

Prospective staff members and volunteers will be required to authorize the District to obtain a current Department of Motor Vehicles ("DMV") driving record report after a conditional offer of employment has been made or volunteer opportunity has been presented.

Every Director will be responsible for reporting to the General Manager or designee, and every staff member and volunteer responsible for reporting to their immediate supervisor, any moving violation or accident that occurs while they are driving a District or personal vehicle on District business, and shall do so within one business day following the violation or accident.

Every Director, staff member and volunteer will be enrolled in the DMV Employer Pull Notice Program ("Pull Program") and is required to sign an Authorization for Release of Driver Record Information for enrollment into the Pull Program. The information received from the Pull Program will be used to validate any moving violations or accidents of an enrollee. Upon termination of employment, enrollees will be removed from the Pull Program.

Under the requirements of the California Compulsory Financial Responsibility Law, every driver and every owner of a motor vehicle is to maintain financial responsibility at all times in the form of a legally-mandated motor vehicle liability insurance policy with at least the statutory minimum forms of coverage and coverage limits. Every Director, staff member, and volunteer shall sign a “Proof of Insurance” form to confirm financial responsibility for any personal vehicle used on District business. This form shall be signed at the time of hire, taking office, or the start of the volunteer assignment. Failure by a Director, staff member, or volunteer to maintain the required coverages while in office shall be grounds for appropriate discipline, including: (1) for Directors, prohibition of use of their personal vehicle while conducting District business and non-payment of mileage reimbursements; and (2) employees and volunteers, non-payment of mileage reimbursements and discipline, up to and including termination or release.

If a license is revoked or suspended by the DMV or a court of law, or in the event of any loss of required automobile liability insurance, the Director, staff member, or volunteer must immediately inform the General Manager or designee (Directors) or their immediate supervisor (staff members and volunteers) by the next business day. If a Director violates this policy, the General Manager will report the violation and any recommended action to the Board of Directors. If a staff member or volunteer fails to notify their immediate supervisor or continues to drive a District or personal vehicle while conducting District business after the loss of a license, license class, or financial responsibility/insurance, appropriate disciplinary action may be taken up to and including termination of employment.

300.00 Authority and Responsibility

The General Manager is responsible for administering this policy and has established a process for reviewing and evaluating driver record and financial responsibility information as set forth in the Driver Record and Insurance Review Procedure (PR-HR 003) to reduce the District’s exposure to liability, as well as ensure the safety of Directors, staff members, volunteers, customers, and members of the public.

400.00 Policy Review

This Policy shall be reviewed at least biennially.