

**Policy Contact**

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**Dept. Head & Division Mgr.**

**Distribution: #9847**

OFFICE OF  
LABOR RELATIONS

December 1, 1998

CITY OF SACRAMENTO  
CALIFORNIA

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SACRAMENTO, CA  
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**MEMORANDUM**

**TO: Department Heads and Division Managers**

**SUBJECT: City Driver License Policy**

This is to reaffirm that the City of Sacramento has a Driver License Policy listing classifications which require a valid driver license as a condition of continued employment. Recently there have been problems in which employees lost their valid driver license and either continued to work or returned to work without going through the necessary procedure of gaining clearance from the Safety Office before being returned to work.

**Employees can not be returned to work until the proper documentation is provided to the Safety Officer and the operating department has received the necessary clearance from the Office of Labor Relations.**

The response to the loss of the driver license generally begins when the Office of Labor Relations contacts the Division Manager to give notice that a specific employee has an invalid driver license and the department is required to remove the employee from work for up to 30 days in order to gain the valid license from the Department of Motor Vehicles. Labor Relations follows up the phone call with a memo confirming the call, with the attachment of a form to be filled out by the operating department and, given to the employee stating the process the employee needs to perform in order to be in compliance with his or her job requirements. Once the employee provides the necessary documents to the Safety Office, the Safety Office notifies the Labor Relations Officer who, in turn, contacts the operating department manager by phone and follows up with a memo clearing the employee who may then return to work.

It is important that the process is followed in every case. There are potential liabilities that can develop when we do not adhere to the policy as well as a violation of state law when the employee drives without a valid driver license. Thank you for your attention to this matter.

If you have any questions regarding the City driver license policy in this matter or if we can provide assistance, please feel free to contact your department's Labor Relations Officer.

Dee Contreras  
Director of Labor Relations

Jack Anderson  
Safety Officer

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LABOR RELATIONS



CITY OF SACRAMENTO  
CALIFORNIA

OFFICE OF THE  
CITY MANAGER

October 2, 1984

CITY HALL  
915 I STREET - 95814  
(916) 449-5704

MEMORANDUM

TO: Department Heads  
Division Chiefs

SUBJECT: Driver License Policy

The City has been experiencing continuing problems relative to City employees who are required to drive City vehicles but do not possess an appropriate, valid California driver license. Consequently, the City reached agreement on the attached Driver License Policy with affected recognized employee organizations in the 1984 negotiations.

The City Driver License Policy will become effective on October 13, 1984. The Policy sets forth the procedures to be used on a City-wide basis for all employees, other than exempt management employees, who do not possess an appropriate license.

Attached for your information is the City's Driver License Policy and a listing of job classifications with the driver license requirements.

The management personnel who will be responsible for implementing this Policy should attend a briefing session to be conducted by the Employee Relations Department on October 8, 1984 at 8:30 a.m., at 801 - 9th Street, Room 103.

*Walter J. Slipe*

Walter J. Slipe  
City Manager

Attachments

CITY OF SACRAMENTO  
DRIVER LICENSE POLICY

I. General Policy

Any City employee who is required to have a valid California driver license shall operate a vehicle while on duty with the appropriate type(s) of license in personal possession. This policy does not apply to exempt management employees.

II. Definitions

As used in this policy, the following definitions apply:

a. "License": A valid California driver license of the type(s) listed in the classification specification or, if there is no specification, as determined by the appointing authority.

b. "Specialized job assignment": A job assignment where specific type(s) of license is required, and where the classification specification does not require all employees who work in that classification to have a license.

c. "Change of status": Any change in the status of an employee's required license, in any manner affecting employment, including but not limited to:

1. Expiration and nonrenewal;
2. Suspension;
3. Revocation;
4. Restriction of driving privilege;
5. Any action affecting the Class I, II, III or IV license designation.

III. Employee's Duty to Notify Supervisor of Change in Employment Driving Status

Each employee shall notify his/her immediate supervisor the first workday following any change of status, including the effective date of the change.

#### IV. Correction of Change of Status

##### a. Permanent Employee

1. An employee who is an incumbent as of October 13, 1984 and does not possess the required driver license, shall have thirty (30) days, until November 12, 1984, to regain the legal ability to drive the required vehicle while on duty. During this correction period, the employee shall be accommodated in a position which does not require the driver license. If the employee does not regain the legal ability to drive within the required time, a second correction period shall be granted and the employee shall go on an unpaid leave of absence for a period of up to six (6) months. An employee shall return to work as soon as he/she regains the legal ability to drive at any time within the six (6) month period.
2. An employee who is an incumbent as of October 13, 1984, or a new employee not covered in Section IV(b) below, who incurs a change of status after October 13, 1984, shall have thirty (30) calendar days from the effective date of change to regain the legal ability to drive the required vehicle while on duty. The employee shall be on unpaid status during this correction period unless the employee chooses to utilize accumulated vacation or compensating time off. An employee shall return to work as soon as he/she regains the legal ability to drive at any time within the thirty (30) day period.

##### b. Probationary Employee and Non-Career Employee With Less Than 1,040 Hours of City Service

A probationary employee, or a non-career employee who has worked less than 1,040 hours in the present term of employment, who incurs a change of status, may be denied a correction period and may be released immediately by the appointing authority.

#### V. Failure to Obtain Required Correction

##### a. Where License Required

If the employee fails to regain the legal ability to drive a vehicle while on duty within the correction period specified in Section IV of this policy, the City may take appropriate disciplinary action pursuant to Rule 12 of the Civil Service Rules.

##### b. Specialized Job Assignment

In the case of a specialized job assignment, if the employee fails to regain the legal ability to drive the required vehicle while on duty within the correction period specified in Section IV of this policy, the appointing authority may either reassign the employee to a position within the classification where the license is not required or may reassign the driving duties to another employee. An employee in a specialized job assignment shall not be disciplined for failure to regain the legal ability to drive.

VI. Accommodation in Certain Cases

In the case of a handicapped individual, as defined by the City's "Equal Employment Policy for the Disabled", this policy shall not be construed to conflict with or in any way restrict the provision of accommodation to such individual.

VII. Department of Motor Vehicle Information

Information on reports received by the City from the Department of Motor Vehicles shall be considered confidential and may be distributed on a need to know basis. Information distributed to the employee's appointing authority shall not include the reasons (action codes) for invalidating the driver license nor information which does not affect a change in status as defined in Section II.

VIII. Effective Date

The effective date of this policy is October 13, 1984. Prior to the effective date each appointing authority shall distribute a copy of this policy to each employee required to have a license, and shall obtain the signature of the employee on a form acknowledging receipt thereof.