

## **DRIVER'S LICENSES**

The purpose is to establish a policy for the requirement of a valid New Jersey State Driver's License by employees whose jobs routinely involve driving City vehicles.

Any employee whose work requires that he or she drive a City vehicle will be required to submit to a Department of Motor Vehicles driving records check as a condition of employment. Such checks shall be processed by the Chief of Police. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Periodic checks of employees' driver's licenses through visual and formal Department of Motor Vehicles review checks shall be made by the Risk Manager's Office. Any employee who does not hold a valid driver's license in his or her name will not be allowed to operate a City vehicle.

Any employee performing work, which requires the operation of a City vehicle, must notify his or her immediate supervisor in those cases where his or her license is expired, suspended or revoked and/or who is unable to obtain an occupational permit from the State Department of Licensing. If an employee fails to report such an instance, and he or she continues to operate a City vehicle, shall be subject to termination.