

ANDERSON-COTTONWOOD IRRIGATION DISTRICT

POLICY FOR REVIEW OF EMPLOYEE DRIVING RECORDS

POLICY

1. The District shall participate in the State DMV's Employer Pull Notice Program. The Office Manager shall coordinate the District's participation, file maintenance, and driving record review.
2. A copy of the driving record of all employees that are authorized to operate District or private vehicles on District business shall be obtained at the time of employment and annually thereafter.
3. Employment with the District is conditioned upon maintaining a favorable driving record.

The following minimum standards constitute a favorable driving record:

- a. Maximum of three moving violations in the past 36 months.
 - b. No major violations in five years; major violations include those in the California Department of Motor Vehicles' list of two-point violations.
 - c. Five years of licensed driving experience.
4. Employees must maintain a driving record that will not cause the District's insurance rate to be increased or for the employee to become uninsurable. Such an unfavorable record may result in suspension or termination.
 5. Complaints filed against District employees for poor driving techniques or habits shall be investigated by the General Manager and appropriate action taken.