

## **ACCEPTABLE DRIVING RECORD FOR EMPLOYMENT APPLICANTS POLICY**

### **I. PURPOSE AND SCOPE**

The purpose of this policy is to provide procedures to determine whether an employment applicant's driving record qualifies to operate a motor vehicle while conducting Otsego County business or as a requirement of their job description.

### **II. APPLICABILITY**

This policy applies to employment applicants of Otsego County who are required to operate a motor vehicle (County owned or personal) while conducting County business or as a requirement of their job description as well as eligibles on competitive lists for consideration of appointment.

### **III. DEFINITION**

An employment applicant must possess a "valid" New York State driver license when required to operate motor vehicles while conducting County business or as a requirement of their job description. A "valid" driver license shall mean an Operator's License, D or Commercial Driver's License A or B, whichever is required to meet the minimum qualifications of their job.

### **IV. PROCEDURES**

An employment applicant who is required to operate a motor vehicle while conducting County business or as a requirement of their job description must possess a valid New York State driver license and will be subject to a driver license record check. The Personnel Department will obtain from the New York State Department of Motor Vehicles the applicant's current driving record. If the applicant held a driver license from another state, it is the responsibility of the applicant to obtain the driving record and submit it with the employment application or as soon as possible thereafter. If a driving record indicates information that is unacceptable as indicated in these procedures, the employment application will not be approved.

If an applicant is moving from out-of-state, the applicant must possess a valid New York State driver license within the New York State Department of Motor Vehicles; normally within ten (10) days of an address change. A copy of the new valid New York State driver license must be provided to the Personnel Office as well as the driving record from the former state.

An acceptable driving record is defined as the following (the points below represent New York State Traffic Violation Points; violations from other states may be weighed differently according to that particular state and will be analyzed on a case-by-case basis):

1. Three (3) points or less in a twelve (12) month period.
2. Four (4) points or less in a twenty-four (24) month period.
3. Five (5) points or less in a thirty-six (36) month period.
4. No violations or convictions that indicate the valid New York State driver's license is/was denied expired, suspended or revoked during the five (5) years prior to the time of application.
5. No indicators of a history as a persistent offender of traffic laws during the five (5) years prior to the submission of employment application.
6. No drug or alcohol related convictions within the past five (5) years.

Multiple convictions for traffic offenses listed in the sections above and which occurred during time periods other than those specifically described above may render a driving record unacceptable. The Personnel Department retains the right to take into consideration a person's entire driving record, as made available by a Motor Vehicle Department(s), in determining an applicant's eligibility to drive a vehicle for County business.

An unacceptable driving record will result in disapproval of an employment application. Any exception to these procedures will be analyzed on a case-by-case basis.