**DRIVING RECORD REVIEW**

All prospective operators of City of Eugene vehicles must hold a current and valid State of Oregon driver's license with the proper class of license for the equipment operated. It is the policy of the City that no employee will be authorized to operate a vehicle for which he/she does not have the appropriate classification of driver's license.

The City of Eugene subscribes to Oregon's Department of Transportation Automated Reporting System. All new driver applicants will have a review of their driving record prior to operating City equipment or driving personal vehicles while on City business. Drivers who experience a change in their operator's license status should report that change to their supervisor immediately--the City will be notified through the Automated Reporting System.

All City employees should remember that their coverage by the City applies only when City vehicles are used with permission and only during the course and scope of their duties. This means that the use of City vehicles for private benefit may subject the user to full personal liability in the event of any type of accident.

Successful applicants for positions requiring a Commercial Driver's License must pass a federally mandated pre-employment physical examination, including drug and alcohol testing under certain circumstances.

**NOTE: OUT-OF-STATE LICENSES PLEASE READ CAREFULLY!**

If a prospective employee holds an **out**-**of**-**state** driver's license, he/she must provide a **current copy** of their driving record, reflecting a minimum three-year history, to Risk Services for review prior to receiving authorization to operate a City vehicle. In addition, a Driving Record Review form, with a copy of the employee's Oregon license, must be submitted to Risk Services within 30 days of the date-of-hire to continue the authorization to operate City vehicles. The employee shall obtain a copy of the Oregon Driver Manual, available through DMV, their supervisor, or Risk Services, and become familiar with Oregon driving law before operating a City vehicle.

I, the undersigned, authorize the City of Eugene to review my driving record. I understand operating a City vehicle may be a requirement of employment with the City, and failure to comply with City standards could jeopardize my employment. I further understand that any accident or moving violation not yet recorded on my driving record at the time of initial review may subsequently disqualify me from operating a City vehicle and could lead to possible termination if driving is a requirement of my employment. A copy of this form shall have the same effect as the original and will be effective without expiration.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **LOSS CONTROL USE ONLY**

Rcvd in Risk Services \_\_\_\_\_\_\_\_\_\_\_\_

Approved to Drive  Y  N

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_

Supervisor Notified

Name (Printed):

ODL#: LICENSE CLASS DOB

State:

**THE FOLLOWING MUST BE COMPLETED BY THE SUPERVISOR**

EMPLOYMENT STATUS (select one)

 Regular

 Temp

 Non-City Temp

 Volunteer

 Intern

 Contractor

SUPERVISOR (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDL REQUIRED

Y  N

Completed Training Video & Fueling Statement

Y

**SUPERVISORS**

Route this completed form directly to the Safety/Loss Control Program, Risk Services Division, 940 Willamette Street, Suite 200. For assistance, please call X5665.

**\*\*\*\*\*\*\*\*\*\*\*\* DO NOT ATTACH FORM TO PAF! \*\*\*\*\*\*\*\*\*\*\***