

Human Resources Policy Bulletin

Number: 2015-4

City of Lincoln

Date: August, 2015

Reference:	Title:
Supercedes Personnel Policy Bulletin 98-1 Nebraska Revised Statutes §§ 60-498.01; 60-498.02; 60-4,118.06; 60-6,196 - 60-6,211.05	LOSS OF DRIVING PRIVILEGES POLICY

Many positions in the classified service of the City of Lincoln require possession of a valid, current Nebraska motor vehicle operator's license, either a Class O or Commercial Driver's License, hereinafter referred to as CDL, to engage in the operation of a City vehicle as a regular part of the job. Each employee holding a position for which a valid, current motor vehicle operator's license is required has the responsibility to report the loss of an operator's license and/or driving privileges as soon as such loss occurs. ***Failure to promptly report the loss of driving privileges will result in discipline up to and including termination.*** This applies ***any time driving privileges are revoked, suspended or limited in any way by any court or the Nebraska Department of Motor Vehicles or any other judicial or administrative agency of the State of Nebraska or any other state or jurisdiction.***

The City of Lincoln realizes that on occasion employees may temporarily lose their driving privileges. It is the City's desire to assist such employees and to protect the City's investment in trained and experienced personnel. In this regard, the City of Lincoln is prepared to make certain accommodations when it is possible.

The following guidelines shall apply from this date forward:

1. If an employee who is in a position which requires the possession of a valid motor vehicle operator's license to satisfactorily perform the duties of the job loses his/her motor vehicle operating license for a specific period of time; and if the employee promptly reports such loss to his/her supervisor; then management will meet with that employee and review all the circumstances surrounding such loss.

2. If the employee is subject to revocation of a Motor Vehicle Operator's license in accordance with Nebraska Revised Statutes §§ 60-498.01; 60-498.02; 60-4,118.06 or 60-6,196 through 60-6,211.05, and the employee's position does not require a CDL and the loss of operating privileges is for a period of time of 90 days or less the employee will be relieved of duty for the duration of the loss. The employee will be allowed to utilize accrued vacation time and personal holidays during the time the employee is relieved of duty. Additionally, if the loss is the result of a DUI conviction and the employee is attending scheduled inpatient treatment with a certified alcohol and drug counselor, licensed mental health professional or medical practitioner while relieved of duty or the loss is related to a temporary medical disability, accrued sick leave may be utilized by the employee. The balance of the duration of the loss not covered by vacation and/or sick leave may be covered by a city-approved leave without pay when requested in writing by the employee. During the 90 days the employee must make all reasonable attempts to have his/her operating privileges reinstated or to apply for other positions for which the employee is qualified as provided in paragraph (6). Failure to be reinstated or obtain another position will result in termination upon expiration of the 90 days.

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3. If the employee is in a position which does require a CDL and the loss of driving privileges is less than or longer than 90 days, the employee will be separated from City service except as provided in paragraph (6).

4. Employees will not be authorized to utilize an ignition interlock device on City vehicles.

5. If the loss of operating privileges is for a period of time longer than 90 days the employee will be relieved from duty and immediately separated from the City service except as provided in paragraph (6).

6. If the loss of operating privileges is for longer than 90 days and there exist vacant positions within the City service, the employee will be allowed to make application for those positions for which he/she possesses all the current necessary qualifications whether the positions applied for are in higher or lower classifications or would constitute a lateral transfer. Additionally, if the loss of license is for 90 days or less and the employee does not wish to utilize the provisions of paragraph (2) herein, the employee may apply to vacant positions within the City service for which he/she possesses all the current necessary qualifications whether the positions applied for are in higher or lower classifications or would constitute a lateral transfer. In the event the employee has demoted, the employee will not be able to move back to their previous position of employment until there is an opening in the higher classification, the employee's driving privileges have been restored, and the employee has applied for the position in the higher classification. Applications for vacant positions made in accordance with this paragraph will be reviewed on an equal basis with all other applications and no special consideration will be given to any current employee who has suffered a license suspension or revocation.

7. In accordance with Personnel Policy Bulletin 2011-2, the employee must notify the immediate supervisor the next working day following a motor vehicle conviction which results in loss or suspension of the employee's drivers license. A driver's license violation form is attached, and may be reproduced as needed.


Douglas J. McDaniel
Human Resources Director

8-26-2015
Date


Chris Beutler, Mayor

8-28-2015
Date

**DRIVER'S LICENSE
NOTIFICATION OF TRAFFIC VIOLATION**

NAME: _____ JOB TITLE: _____

DEPARTMENT: _____ DIVISION: _____

As a holder of a Nebraska Driver's License I am responsible as follows:

I must notify my immediate supervisor the next working day following a motor vehicle conviction which results in loss or suspension of my driver's license.

Pursuant to that responsibility, I am hereby notifying the City of Lincoln of the following:

LICENSE NUMBER: _____ DATE ISSUED: _____

EXPIRATION DATE: _____ CLASS: _____

TYPE OF TRAFFIC VIOLATION: _____

TYPE OF VEHICLE OPERATED (Check one): Personal City

Other (please describe): _____

DATE TICKETED: _____ CITATION NO.: _____

DATE OF CONVICTION: _____

DID VIOLATION RESULT IN LOSS OF DRIVING PRIVILEGES: YES NO

IF YES, EXPLAIN: _____

Further, I understand that this document is an official City record, and that falsification of this document, or failure to report loss of driving privileges and/or license in the future is grounds for my being disciplined.

Dated this _____ day of _____, 20_____.

EMPLOYEE SIGNATURE

Supervisor Signature: _____

Date Received: _____