

# Yamhill Fire Protection District

District Policies, Procedures, & SOG's

## *MISSION*

*Yamhill Fire Protection District is dedicated to  
serve and protect our community*

# District Policies

**PERSONNEL**

**PER – 712**

**Driving Record**

**Issued: November 11, 2014**

Employees who may be required to drive must possess a valid Oregon driver's license and must comply with any operator's license restriction. All employees who may be required to drive on District business may at any time have their driving record checked by the District as permitted by applicable law. If the record indicates violations, the employee may be subject to appropriate warnings or disciplinary action. As a condition of continued employment each employee who operates District vehicles must maintain a personal driving record which is within risk criteria, if any, established by the District's insurer.

Job applicants' driving records are checked prior to being hired as a condition of employment.

Employees who may be required to drive shall notify the Fire Chief of any change in license status, and all traffic violations. Failure to report a traffic violation or change in license status to the Fire Chief is viewed as a violation of District policy. The District monitors driving records as a component of risk management, in order to identify needs for driver improvement. This section is applicable to qualified individuals with disabilities only when driving is an essential function of their job.