

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

DRIVER'S LICENSE

MP102.07 06/05 – R

All members must have at least a valid Class D Arizona Driver's License to operate any City vehicle or use their personal vehicle for City business.

The City of Phoenix policy states that "only authorized persons with a current valid driver's license in their possession, who maintain an acceptable driving record, will be permitted to operate vehicles on City Business or to operate City vehicles."

Each member assigned to operate any Fire Department vehicle or in a position to operate one at any time must have their driver's license number, classification and expiration date recorded with the Department. It is each member's responsibility to contact the Department with information upon license renewal. THIS IS ACCOMPLISHED BY FILLING OUT AND TURNING IN A STATUS CHANGE REPORT FORM 60-288D.

Prior to promotion or assignment to a position requiring the driving of Fire Department vehicles, personnel will be required to have a valid Class D Arizona Driver's License.

Any employee in a driving position or asked to drive a City vehicle or private vehicle on City business who does not have a current, valid Arizona Driver's License will immediately notify his/her supervisor and shall not be permitted to drive. City employees are forbidden from driving a vehicle on City business without a current, valid Arizona Driver's License.

DEFINITIONS

Driving Position: means a job which requires operating a vehicle on City Business or operating a City vehicle as part of its range of duties.

Driver's License: means a valid license to drive appropriate for the class of vehicle operated as prescribed by the provisions of Arizona Revised Statutes, Title 28, Chapter 4.

Acceptable Driving Record: means that the driving record of the employee has 3 points or less for the previous 12 months, or 16 points or less for the previous 36 months (as defined by the Department of Transportation, Motor Vehicle Division [MVD]).

Change in Status: means that an individual's previously valid driver's license is subsequently expired, refused, cancelled, revoked, suspended, or restricted by the Department of Transportation, Motor Vehicle Division (MVD).

EMPLOYEE RESPONSIBILITIES

An employee in a driving position is required to:

1. Possess a valid, appropriate driver's license at all times while operating a vehicle on City Business or while operating a City vehicle. (License must be carried on the person, when operating a vehicle.)
2. Comply with any and all restrictions placed on his/her driver's license by MVD at all times while operating a vehicle on City Business or while operating a City vehicle.
3. Maintain an acceptable driving record.
4. Notify his/her supervisor of a change in the status of his/her driver's license or of an arrest conviction, or complaint filing for a violation of driving under the influence (DUI) (A.R.S. 28-692) before the start of the next shift.
5. Refrain from operating a vehicle on City Business or a City vehicle without a valid, appropriate driver's license.

An employee in a non-driving position is required to:

1. Immediately notify his/her supervisor if the employee does not have a valid driver's license or does not have a valid driver's license in his/her possession at the time he/she is requested to operate a vehicle on City Business or operate a City vehicle.
2. Comply with any and all restrictions placed on his/her license by MVD at all times while operating a vehicle on City Business or operating a City vehicle.

All current City employees in driving positions will have their driving records reviewed annually. This review shall be conducted at the time of each employee's annual performance review. An employee who accumulates less than 2 points during the previous 12-month period will receive "MEETS JOB REQUIREMENTS" on the "driving record" factor. An employee who accumulates from 2 to 10 points during the previous 12-month period will receive a "NOT MET" on his/her PMG.

ARIZONA DUI LAW

Personnel Department Letter No. 96, dated May 1, 1996, covering the DUI law is included in part within this procedure. This letter states in part:

"Each employee whose job requires driving is directed to notify his/her supervisor immediately if convicted for DUI or if there is a change in the status of his/her driver's license.

The City's policy on substance abuse applies to an employee arrested and not yet convicted for DUI while driving on City business (see AR 2.324, "Policy on Substance Abuse").

An employee in a driving position who has a status change in his/her driver's license for a period not exceeding 30 days will be removed immediately from all driving responsibilities and will be placed on a leave of absence (unpaid leave or previously-accrued vacation time), if approved by management, or accommodated by being placed in a nondriving assignment, if one is available within the department.

If it is for a period of more than 30 days but less than one year, the employee may be placed on a leave of absence (unpaid leave or previously-accrued vacation time) for up to 60 working days, during which time the employee may seek a transfer to a nondriving position. All such leaves are subject to management approval. If a leave of absence is not approved, the employee shall be terminated. If a transfer occurs, the employee will not be terminated from City employment based solely on the loss of his/her driver's license which gave rise to the transfer. If such a transfer does not occur, the employee shall be terminated.

An employee in a driving position who has a status change in his/her driver's license for a period of one year or more shall be terminated. With management approval, the employee may be placed on a 60-day leave of absence (unpaid leave or previously-accrued vacation time) for up to 60 working days prior to termination, to seek a transfer to a nondriving position. If such a transfer occurs, the employee will not be terminated from City employment based solely on the loss of his/her driver's license which gave rise to the transfer. If such a transfer does not occur, the employee shall be terminated.