

**SUBJECT: DRIVER'S LICENSES**

**PURPOSE: To establish a policy requiring a valid Driver's License by employees whose jobs routinely involve driving Town vehicles.**

**STATEMENT OF POLICY:**

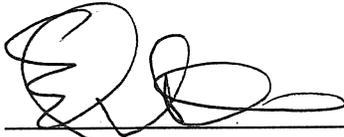
Any employee whose work requires that he/she drive a Town vehicle must hold a valid North Carolina Driver's License.

All new employees who will be assigned work entailing operating a Town vehicle will be required to submit a driving record from the Department of Motor Vehicles as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny employment.

At the request of the Town Manager the Police Department shall make periodic checks of the status of employee drivers' licenses. Any employee who does not hold a valid driver's license will not be allowed to operate a Town vehicle until such time as he/she obtains a valid license.

Any employee performing work, which requires the operation of a Town vehicle must notify his/her immediate supervisor in those cases where his/her license is expired, suspended or revoked. If an employee fails to report such an instance, he/she is subject to disciplinary action, including demotion or termination. An employee who fails to immediately report such revocation or suspension to his/her supervisor and continues to operate a Town vehicle shall be subject to possible termination.

**EFFECTIVE: DECEMBER 14, 1998**



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Edward L. Sealover  
Town Manager