

Maricopa County Policies and Procedures	Subject: Employee Driving Records	Number: A2210 Issue Date: 11/91
Approved: Roy Pederson	Initiating Department: Risk Management	

A. Purpose

To safeguard County citizens, employees, and property by reviewing the driving records of employees using County vehicles.

B. Policy

By agreement between the Risk Management Department and the Motor Vehicle Division (MVD) of the Arizona Department of Transportation, the driving records of all holders of Maricopa County Vehicle Use Permits will be checked at least twice annually, and upon initial request or reissuance of the Maricopa County Vehicle Use Permits.

Any MVD suspended/revoked driver's license will result in the immediate cancellation of the County's Use Permit.

Any violation, or series of violations, other than license suspension/revocation, totaling six points as assessed by MVD will result in notification to the appropriate elected official or department director, with the recommendation that the employee attend a Defensive Driving Course sponsored by Risk Management.

C. Authority and Responsibility

All County employees holding County permits and/or authorization to use their personal vehicle on County business are required to immediately notify their elected official or department director of any license suspension/revocation.

Violation of this policy or established safety rules, practices, or procedures may result in disciplinary action as determined by the elected official or department director.