



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

EFFECTIVE: 11/16/03

SECTION  
309

SUBJECT  
SPECIAL EMPLOYMENT POLICIES AND PROCEDURES FOR DRIVERS

## **I. GENERAL**

Special job requirements, selection procedures, and post-offer procedures apply to positions requiring the operation of vehicles. In addition to City policy, the U.S. Department of Transportation (DOT) and the State of Virginia prescribe requirements for candidates for positions which require a Commercial Driver's License (CDL). These requirements and procedures apply to outside applicants as well as to current employees who transfer to a position or assignment requiring vehicle operation.

The following policies are in addition to regular recruiting and employment policies and procedures.

The Fire and the Police Departments may establish separate policies for sworn, uniformed employees with the approval of the Director of Personnel and the Administrator of Self-Insurance Programs.

## **II. RECRUITING AND SELECTION PROCEDURES FOR POSITIONS REQUIRING A DRIVER'S LICENSE (NON CDL)**

### **A. Advertising**

The posting/advertising for positions requiring a driver's license shall state the driver's license requirement if operating a vehicle is an essential function of the job.

### **B. Interview and Skills Assessment**

1. Candidates for positions which require a driver's license are required to bring an original copy of their Motor Vehicle Record (MVR) to the interview. The requisitioning department will make a copy of this record and return the original to the candidate. The MVR shall be as recent as possible, but no more than 30 calendar days old.
2. Interview questions and assessments should include topics related to vehicle operation, traffic regulations, safety procedures, and other related topics. Candidates for positions which require driving as a primary function may be required to take a skills assessment evaluation as part of the interview process.
3. Generally, a hands on skills assessment is not given to applicants for positions which require only the operation of cars, vans, pick-up trucks, or other light equipment unless otherwise determined as necessary by the department.
4. Generally, a skills assessment may be given to applicants for positions involving the operation of heavier vehicles or heavy off road equipment not requiring a CDL when the use of such equipment is an essential function of the position.

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5. The requisitioning department should contact the Personnel Department for assistance and guidance before giving any skills assessment.
6. When scheduled for an interview, a skills test, or any other process, candidates shall be given at least 3 days notice about what they will be required to perform during the interview.
7. The person responsible for the selection process shall ensure that each applicant has signed a Candidate's Assumption of Risk And Acknowledgment form before operating any vehicle.
8. The person conducting the skills assessment shall also ensure that applicants are given all appropriate levels of instruction, with an emphasis on safety, before the assessment begins.
9. The City will make a reasonable effort to accommodate persons with disabilities in the application, testing, and/or interview process. When scheduling an interview, departments are responsible for asking applicants if accommodations are needed for any part of the interview and skills assessment to be completed.
10. While operating any City vehicle, applicants and evaluators will follow all safety policies, procedures and regulations.
11. All other regular interview and selection policies and procedures shall be followed.

## **C. Employment Checks, MVR Checks, and Employment Criteria**

1. Regular procedures apply to background and reference checks.
2. In addition, before an offer of employment is made, the applicant's MVR shall be reviewed by the appropriate authority. A MVR with major moving violations or a pattern of moving violations may disqualify candidates. Applicants for non CDL positions with a MVR negative point balance of 8 or greater will generally be disqualified unless there are circumstances which support considering the applicant further.

## **D. Requirements for Operating Any City Vehicle**

Prior to operating any City equipment, City employees must meet the requirements stated in Section 1409, Motor Vehicle Driver Safety Program. Additional departmental requirements may also apply.

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### III. RECRUITING AND SELECTION PROCEDURES FOR POSITIONS REQUIRING A CDL

#### A. Advertising CDL Positions

Each job advertisement for a position requiring a CDL will include a statement specifying the conditions of the job as follows:

"Requires a valid CDL with appropriate endorsements. Employees in this job are subject to random alcohol and controlled substances testing".

#### B. Interview and Skills Assessment

1. Candidates for positions which require a CDL are required to bring an original copy of their MVR to the interview. The requisitioning department will make a copy of this record and return the original to the candidate. The MVR shall be as recent as possible, but no more than 30 days old.
2. The interview shall include questions and exercises dealing with the equipment operation, traffic regulations, safety/pre-trip and post-trip procedures, vehicle maintenance, and related topics.
3. It is recommended that a hands on skills assessment be given. CDL and off road equipment assessments should be conducted off road.
4. The requisitioning department should contact Personnel for guidance and assistance before giving a skills assessment.
5. When scheduled for an interview, a skills test, or any other process, candidates shall be given at least 3 days notice about what they will be required to perform during the interview.
6. The person conducting the selection process shall ensure that each applicant has signed a Candidate's Assumption of Risk And Acknowledgment form before operating any vehicle.
7. The person conducting the skills assessment shall also ensure that applicants are given all appropriate levels of instruction, with an emphasis on safety, before the assessment begins.

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8. The City will make a reasonable effort to accommodate persons with disabilities in the application, testing, and/or interview process. When scheduling an interview, departments are responsible for asking applicants if accommodations are needed for any part of the interview and skills assessment to be completed.
9. While operating any City vehicle, applicants and trainer/evaluators will follow all safety policies, procedures and regulations.
10. All other regular interview and selection policies and procedures shall be followed.

## **C. Employment Checks, MVR Checks, and Employment Criteria**

The requisitioning department is responsible for conducting the following employment checks as part of the overall candidate selection process in addition to regular background and reference checks. The information should be obtained before a selection decision is made and should be considered in evaluating a candidate's suitability for the position. All information obtained must be included in the selection package and submitted to the Personnel Department. All inquiries must be documented, including those in which no information was obtained.

1. Prior to conducting any checks, candidates must complete an Authorization for Release of Information For CDL Positions form.
2. The department is responsible for obtaining the completed Employment Application Supplement For CDL Positions form from the applicant. This form requires information regarding the candidate's employment and driving record.
3. The Department is responsible for obtaining alcohol and controlled substances testing information in writing from applicant's DOT regulated employer(s) for the preceding two years. All information obtained and any attempt(s) to obtain information must be submitted to the Personnel Department:
  - Any alcohol test(s) with an alcohol concentration level of 0.04 or greater.
  - Any verified, positive test results for controlled substances.
  - Any refusal(s) to be tested for alcohol and/or controlled substances,
  - Any other violation(s) of DOT agency drug and alcohol testing regulations, and
  - Any requirements to submit to Return-To-Duty and follow-up alcohol and/or controlled substances testing under any DOT agency regulation.

DOT requires the source employer to provide details regarding any violation(s) of alcohol and controlled substances testing requirements.

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4. Should a candidate with a record of any occurrence noted above be selected, the requisitioning department must obtain documentation of successful completion of DOT return-to-duty requirements, including follow-up tests. The information obtained from a previous employer includes any drug or alcohol test information obtained from prior employers. A candidate who has tested positive or refused to test on a pre-employment controlled substances or alcohol test and was not employed will be responsible for providing documentation of successful completion of the return to duty process.
5. In addition, before an offer of employment is made, the applicant's MVR shall be reviewed by the appropriate authority. A MVR with major moving violations or a pattern of moving violations may disqualify candidates. CDL applicants with a MVR negative point balance of 6 or greater will generally be disqualified unless there are circumstances which support considering the applicant further.

#### **D. Controlled Substances, and Medical Evaluations**

Pre-employment controlled substances tests are required. A post-offer, pre-employment medical evaluation is required. Arrangements for the medical evaluation and controlled substances test are made by the Personnel Department. Job offers will be conditioned upon receiving medical clearance by the City's Medical Officer and a verified, negative controlled substance test.

See PAM Section 1205, Substance Abuse Policies and Procedures.

#### **E. Requirements for Operating Any CDL Vehicles**

For requirements to operate a City CDL vehicle, refer to section 1409, Motor Vehicle Driver Safety Program.

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