

ADMINISTRATIVE PROCEDURES



Procedure Number: 30-31

Effective Date: 12/01/2012

Revision Date: _____

C. R. DeWitt
County Administrator

SUBJECT: **DRIVER QUALIFICATION AND AUTHORIZATION**

DEPARTMENT RESPONSIBLE: All County Departments

1. STATEMENT

It is the intent of Pima County that anyone (other than AZPOST certified peace officers who are paid by Pima County as such) who drives a County Vehicle or who drives a personal vehicle on County business be independently authorized to drive by Pima County. Driver Authorization is established through the application process outlined in this procedure.

2. DEFINITIONS

- A. **Authorized Driver** – A permanent, intermittent, or temporary employee, to include any intern, seasonal employee, volunteer, or other personnel who have been authorized by Pima County to drive a County Vehicle or a personal vehicle on County business.
- B. **Change in Status** – The Authorized Driver's Arizona driver license has been suspended, refused, revoked, or restricted in any manner which affects the Authorized Driver's ability to lawfully drive.
- C. **County Vehicle** – Any County owned, leased, or rented vehicle including, but not limited to, sedans, trucks, vans, and heavy equipment.
- D. **Driver Authorization** – The Pima County application process set forth in this procedure that authorizes an individual to operate a County Vehicle or a personal vehicle on County business.
- E. **Driving on County Business** – Driving from one location where County business has been conducted to another location to conduct County business, with the exception of Incidental Personal Use.
- F. **Driving Position** – A position where the ability to drive is an essential function of the job or where the ability to drive is required to adequately perform certain essential functions of the job.
- G. **Ignition Interlock Device (IID)** – A device installed in a vehicle which prohibits the driver from operating the vehicle while under the influence of alcohol.

- H. **Ignition Interlock Restricted License (IIRL)** – A restricted driver license which limits the driver to driving only vehicles with an approved Ignition Interlock Device.
- I. **Incidental Personal Use** – Minimal personal use of a County Vehicle, such as stopping for an errand, a rest, or a lunch break between work-related stops; any detour of more than one mile may be considered to be non-incidental, absent special circumstances.
- J. **Motor Vehicle Record** – The Department of Motor Vehicle computer printout of a driving or vehicle record. The manner in which driver license or motor vehicle record information may be released is regulated by applicable federal and/or state law.
- K. **Reportable Event** – An event that may jeopardize the status of an Authorized Driver as outlined in Section 3.I.1. of this procedure.

3. DRIVER AUTHORIZATION, QUALIFICATION, AND APPLICATION

- A. Any individual that operates a County Vehicle or a personal vehicle on County business must be authorized to drive by Pima County pursuant to this procedure.
- B. No one may operate a County Vehicle or a personal vehicle on County business while his or her Arizona driver license has been suspended, expired, revoked, or refused.
- C. Any individual who is not in a Driving Position may decline to apply for Driver Authorization and thus be unable to drive on County business.
- D. Any individual who is not in a Driving Position is required to immediately decline to drive if he or she does not have a valid Arizona driver license and is not an Authorized Driver at the time he or she is requested to drive on County business. Supervisory personnel must follow this procedure to ensure the individual is authorized to drive.
- E. An individual who uses a personal vehicle on County business is primarily covered by the owner's automobile liability insurance limits in the event of an accident. Driver Authorization activates Pima County automobile liability insurance when the amount of the claim exceeds the owner's insurance limits.
- F. **Driver Qualification**

This procedure incorporates standards which reflect the skills and abilities of a driver reasonably necessary to protect the County, Authorized Drivers, and the public from an unsafe driver. To be eligible for Driver Authorization, an individual must:

1. Possess a valid, Arizona, Class A, B, C, or D driver license.

2. Be at least 18 years of age and have had a valid driver license for a minimum of one year.
3. Successfully complete the Pima County Defensive Driving course as outlined in Section 5 of this procedure. Any specialized training applicable to the vehicle or equipment being operated must also be completed.
4. New hires into a Driving Position only: Not have any conviction of Driving Under the Influence (DUI) pursuant to applicable state law in the previous 24 months.
5. Have an Acceptable or Conditional 39-month Department of Transportation Motor Vehicle Record using the point system below.

ACCEPTABLE 9 or fewer points	CONDITIONAL 10-12 points	UNACCEPTABLE 13 or more points
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- a. Points are determined for Arizona Motor Vehicle Records using the Arizona Department of Transportation Motor Vehicle Division Acceptable Violation Code Table.
- b. If the individual has not had an Arizona driver license for the previous 39 months, the individual must submit all Motor Vehicle Records for the state(s) in which he or she held a driver license in the previous 39 months.

G. Application Process

1. A Driver Authorization Application (Exhibit 1) must be completed and signed by the individual requesting Driver Authorization and his or her supervisor.
2. A Driver Authorization Acknowledgement (Exhibit 2) agreeing to the terms of authorization must be completed and signed by the individual requesting Driver Authorization.
3. Upon completion of these steps, the application and acknowledgement shall be sent to Risk Management with a legible copy (front and back) of the individual's Arizona driver license.

H. Review Process

1. Upon receipt of an application, Risk Management will obtain and review the individual's Arizona Motor Vehicle Record and any other applicable state records within five work days of receipt.

2. Risk Management shall approve a request if an individual's Motor Vehicle Record is Acceptable as outlined in this procedure. An approved application will be sent to the Department.
3. Risk Management shall approve a request if an individual's Motor Vehicle Record is Conditional as outlined in this procedure. An approved application will be sent to the Department.
 - a. While in Conditional status, the Motor Vehicle Record will be obtained and reviewed periodically by Risk Management to monitor for additional moving violations.
 - b. If no additional moving violations are received during the duration of the Conditional status period, the status will be changed to Acceptable at the end of that period by Risk Management.
4. Risk Management shall deny a request if an individual's Motor Vehicle Record is Unacceptable as outlined in this procedure.
 - a. The denied application will be sent to the Department. The expected duration of Unacceptable status shall be specified on the application.
 - b. If no additional moving violations are received during the duration of the Unacceptable status period, an individual may reapply for Driver Authorization at the end of that period.

1. Notification of a Reportable Event

1. An Authorized Driver must, by his or her next work day, notify his or her supervisor of an occurrence of any of the following Reportable Events:
 - a. Any citation or arrest for Driving Under the Influence as outlined in Title 28 of the Arizona Revised Statutes or other applicable law.
 - b. A violation that may place authorization into Conditional or Unacceptable status as described in Section 3.F.5 by an increase in points, such as a speeding ticket.
 - c. Any Change in Status to his or her driver license, including suspension, refusal, revocation, or the addition of a restriction which affects the Authorized Driver's ability to lawfully drive.
2. The method of notification to the supervisor shall be a completed Notification of a Reportable Event (Exhibit 3) form accompanied by any legal documentation. This form must be submitted to Risk Management by the Authorized Driver's next work day in person or by the secure fax number or email identified on the form.
3. Risk Management shall review the Reportable Event and supporting documentation to determine whether there are any changes to the

authorization status. Risk Management will notify the Department and Authorized Driver of any changes.

J. Expiration, Renewal, and Revocation of Driver Authorization

1. The authorization period shall not exceed 24 months. It is the responsibility of an Authorized Driver to renew his or her authorization 30 calendar days prior to expiration. A driver with an expired authorization will no longer be authorized to drive a County Vehicle or a personal vehicle on County business until he or she completes the application process and is authorized to drive.
2. Authorization may be revoked by the County at any time. An Authorized Driver may be disqualified from driving a County Vehicle or a personal vehicle on County business for a number of reasons, including but not limited to:
 - a. An Unacceptable Motor Vehicle Record as defined in Section 5 of this procedure.
 - b. A Change in Status as defined in Section 2.B. of this procedure.
 - c. Failure to comply with any Pima County Administrative Procedure or Pima County Board of Supervisors' Policy regarding vehicle use.
 - d. Recommendation by the Driver Safety Committee.
3. When Driver Authorization is revoked, the individual will be notified of the date he or she may reapply for Driver Authorization.

K. Record Keeping

1. Risk Management shall maintain a database of all Authorized Drivers.
2. Risk Management shall maintain all Driver Authorization records and Motor Vehicle Records for the duration of any current authorization.
3. The Department Transportation Coordinator or Department Training Coordinator shall maintain a list of all Authorized Drivers in his or her Department.
4. Authorized Drivers must notify Risk Management upon transfer to a different Department than the Department from which the authorization was originally issued.

4. DRIVING UNDER THE INFLUENCE (DUI) CITATION AND CONVICTION

A. Short Term *To and From Work* License Restriction

1. In Arizona, a driver who receives a citation for DUI will be issued an administrative order that governs the licensing status of the driver and initiates the legal steps for prosecuting the DUI offense. During this process, a driver may receive a restricted license that authorizes him or her to drive to and from work and while at work.
2. The Authorized Driver must submit a Notification of a Reportable Event form for any Change in Status to his or her driver license as outlined in Section 3.I. of this procedure as soon as the Authorized Driver is aware of such change.
3. An Authorized Driver that receives a *To and From Work* license restriction must obtain written authorization from his or her Department Director to drive on County business with a restricted license. A copy shall be provided to Risk Management so the license status can be monitored.
4. Please refer to Section 4.B. if the driver is convicted of DUI and issued an Ignition Interlock Restricted License.

B. Long Term Driving on County Business with an Ignition Interlock Restricted License (IIRL)

1. If driving is an essential function of the job, Authorized Drivers with an IIRL may be permitted to drive vehicles not equipped with an IID on a case by case basis. Authorization may only be granted upon strict compliance with the notification guidelines outlined in Section 3.I., Notification of a Reportable Event, when the DUI citation was originally issued.
2. The Department must contact Risk Management as soon as the Authorized Driver presents the Ignition Interlock Employer Notification form (provided by the Arizona Motor Vehicle Division).
3. A three-person Committee, consisting of the Authorized Driver's Department, Human Resources, and Risk Management will, with a majority vote, determine if the individual will be authorized to drive on County business with the IIRL. These determinations will be made on a case by case basis by the Committee. Decisions will be documented in writing to the Department with copies to Human Resources and Risk Management.
4. If authorized by the Committee to drive on County business with an IIRL, the Risk Manager shall complete and sign the Ignition Interlock Employer Notification form. The Authorized Driver must carry the signed Ignition Interlock Employer Notification form at all times while driving on County business.
5. The driver must comply with all Arizona Motor Vehicle Division requirements to maintain the IIRL. If the driver does not maintain the license, the driver must cease driving and inform his or her Department Director immediately. Failure to make timely notification will void

authorization to drive on County business and may result in further disciplinary action up to and including dismissal. Such action may also be taken if the failure to notify is discovered at a later date after an unrestricted driver license is reinstated by the Arizona Motor Vehicle Division.

6. An Authorized Driver who completes his or her IIRL term and obtains an unrestricted driver license shall notify his or her supervisor and provide proof that the license status has been restored to unrestricted status. The supervisor will advise Risk Management so the Authorized Driver's record can be updated.

C. Departments do not have the authority to supersede any portion of this Section or to sign an Ignition Interlock Employer Notification form allowing an individual to drive with an Ignition Interlock Restricted License.

D. An Authorized Driver who fails to follow any notification requirement outlined in this procedure will not be eligible to drive on County business.

E. Pima County prohibits the installation of Ignition Interlock Devices in County Vehicles.

F. Pima County prohibits the use of a personal vehicle equipped with an Ignition Interlock Device to perform County business.

5. TRAINING

A. Any individual who drives a County Vehicle or a personal vehicle on County business must complete the Pima County Defensive Driving course prior to issuance of Driver Authorization.

B. Any individual who will drive a van designed to transport eight or more passengers is required to complete the Pima County Van Training course prior to issuance of Driver Authorization.

C. The defensive driving and van training requirement must be repeated every three years. Training may be needed on a more frequent basis if deemed appropriate by the Department, Risk Management, or the Driver Safety Committee.

6. VEHICLE OPERATION GUIDELINES

Refer to Pima County Administrative Procedure 30-11, Vehicle Operation and Accident Reporting, for guidelines on Pima County vehicle operation.

7. FORMS

All required PDF fillable forms can be found on the Pima County Department of Finance and Risk Management Intranet.

**PIMA COUNTY
DEPARTMENT OF FINANCE & RISK MANAGEMENT**

RISK MANAGEMENT DIVISION
130 W. CONGRESS ST., 9TH FLOOR
TUCSON, ARIZONA 85701-1317
(520) 724-4477 FAX (520) 791-6614

Please email this form to driversafety@pima.gov or fax to (520) 791-6614. This is a secure fax line.

Driver Authorization Application

- Check One: New Renewal
- Check One: Driving Position Non-Driving Position
- Check All That Apply: Drives County Vehicle Drives Personal Vehicle on County Business
- Take Home Vehicle Drives Eight or More Passenger Van

Date: _____

Applicant's Name (Print): _____ EIN: _____

Department: _____ Division: _____

AZ Driver License #: _____ Expiration Date: _____

- Have you received a citation for a moving violation in the previous 39 months? Yes No
- Have you been licensed in any state other than Arizona in the previous 39 months? Yes No
- Has your driver license been suspended or revoked in the previous 39 months? Yes No
- Have you been refused a driver license in the previous 39 months? Yes No
- Have you had any DUI citation or conviction in the previous 24 months? Yes No

I hereby certify that the information provided above is true. I understand that omitting information or providing false information to any question above may result in disciplinary action up to and including dismissal and/or my right to drive on County business, which may impact the necessary requirements of my position. I understand I am required to abide by all Pima County Administrative Procedures and Pima County Board of Supervisors' Policies regarding vehicle use. A complete list of these procedures and policies can be found on the Pima County Department of Finance and Risk Management Intranet. I understand it is my responsibility to review them.

Applicant's Signature _____ Date _____

Supervisor's Name (Print) _____

Supervisor's Signature _____ Date _____

For Risk Management Use Only Defensive Driving Completion Date: _____

- Acceptable.
- Conditional until _____, assuming no additional violations are received.
- Unacceptable. Individual may not drive on County business, can reapply on _____

Notes _____

Risk Manager's Signature _____ Date _____

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TUCSON, ARIZONA 85701-1317
(520) 724-4477 FAX (520) 791-6614

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Driver Authorization Acknowledgement

As a driver of a County Vehicle or a personal vehicle on County business, I, (Applicant's Printed Name) _____, agree to abide by all Pima County Administrative Procedures and Pima County Board of Supervisors' Policies regarding vehicle use.

1. I have attached a completed Driver Authorization Application.
2. I have attached a legible copy (front and back) of my Arizona driver license.
3. I understand Risk Management will obtain and review my Motor Vehicle Record prior to issuing Driver Authorization.
4. I have reviewed and understand Pima County Administrative Procedure 30-31, Driver Qualification and Authorization. My supervisor has explained any portion of this procedure I did not understand.
5. I have reviewed and understand Pima County Administrative Procedure 30-11, Vehicle Operation and Accident Reporting. My supervisor has explained any portion of this procedure I did not understand.
6. I will notify my supervisor of any Reportable Event as outlined in Section 3.I. of Administrative Procedure 30-31, Driver Qualification and Authorization.
7. I will not operate a County Vehicle or a personal vehicle on County business during a period when my driver license is suspended or revoked or during a period when I do not have Driver Authorization.
8. I understand it is my responsibility to renew my authorization 30 calendar days prior to expiration.
9. I understand that Driver Authorization is revocable by Pima County.
10. I understand I am required to abide by all Pima County Administrative Procedures and Pima County Board of Supervisors' Policies regarding vehicle use. Any violation may result in disciplinary action up to and including dismissal and/or my right to drive on County business which may impact the necessary requirements of my position. A complete list of these Procedures and Policies can be found on the Pima County Department of Finance and Risk Management Intranet. I understand it is my responsibility to review them.

Applicant's Signature

Date

**PIMA COUNTY
DEPARTMENT OF FINANCE & RISK MANAGEMENT**

RISK MANAGEMENT DIVISION
130 W. CONGRESS ST., 9TH FLOOR
TUCSON, ARIZONA 85701-1317
(520) 724-4477 FAX (520) 791-6614

Please email this form to driversafety@pima.gov or fax to (520) 791-6614. This is a secure fax line.
Official court documentation must be attached.

Notification of a Reportable Event

Date: _____

Driver's Name (Print): _____

EIN: _____

Department: _____

Division: _____

AZ Driver License #: _____

Expiration Date: _____

Type of Event	<input type="checkbox"/> A citation or arrest for Driving Under the Influence as outlined in Title 28 of the Arizona Revised Statutes.
	<input type="checkbox"/> A violation that may place authorization into Conditional or Unacceptable status as described in Section 3.F.5. of Administrative Procedure 30-31 by an increase of points, such as a speeding ticket.
	<input type="checkbox"/> A Change in Status to my driver license including suspension, refusal, revocation, or the addition of a restriction in any manner which affects my ability to lawfully drive.

Name of Issuing Jurisdiction/Authority: _____

Case Number, if applicable: _____

Date of Violation: _____

Authorized Driver's Signature _____

Date _____

Supervisor's Name (Print) _____

Supervisor's Signature _____

Date _____

For Risk Management Use Only

- Acceptable, no change.
- Conditional until _____, assuming no additional violations are received.
- Driver Authorization has been revoked.** Individual is no longer authorized to drive on County business. Individual may reapply on _____ for Driver Authorization.

Risk Manager's Signature _____

Date _____