



New Hanover County Health Department Policies and Procedures



Subject:	Driving Record Standards
Date of Origin:	04/10/2001
Policy Number:	GS-ADM-015

PURPOSE AND SCOPE:

The purpose of this policy is to establish guidelines for driving record standards. The scope of this policy applies to all members of the New Hanover County Health Department (NHCHD) workforce.

POLICY/PROCEDURE:

Employees operating a county or personal motor vehicle while conducting business or traveling to meeting/training sites shall comply with the New Hanover County Driving Record Standards for Applicants and Driving Record Standards for Current Employees.

If a valid NC Driver's License is a job requirement, it will be documented in the employee's position description, and a copy of their current valid driver's license shall be kept in their personnel file. All NHCHD employees - regardless of position description - are required to report moving violations to their supervisor, even if they are not in active work status. The supervisor shall report these violations to the county safety officer within three business days.

OTHER INFORMATION:

New Hanover County Safety Policies, VIII - Standard Procedure for Vehicle Operation
New Hanover County Driving Record Standards for Current Employees

5.0 Procedures for Reporting Charges and Convictions:

5.1 All County employees shall report any charge and or conviction of a motor vehicle violation and any charge and or conviction for DWI to their Supervisor immediately. This action shall occur on the first working day following the charge and or conviction. The Supervisor shall report each DWI charge and conviction to the Safety Officer within three (3) work days. Failure to comply with this provision shall be considered a willful violation and may result in disciplinary action up to and including termination.

REFERENCES:

- New Hanover County Safety Policies
http://www.nhcgov.com/AgnAndDpt/HRES/Documents/Policies_All_010407.pdf

CHANGE HISTORY:

Version	Date	Comments
A	04/10/01	Original document.
B	09/02/08	Added location of driver's license copy, moving violation reports to supervisor, and reference to county driving standards.
Annual Review	8/2008	