

**CITY OF GOLD BAR, WASHINGTON
RESOLUTION NO. 24-07**

**A RESOLUTION OF THE CITY OF GOLD BAR, WASHINGTON AMENDING THE PERSONNEL
MANUAL RELATING TO DRIVING**

WHEREAS, the Association of Washington Cities – Risk Management Service Agency (AWC RMSA) stipulates requirements for insurance coverage relating to operating vehicles for city business; and

WHEREAS, such requirements must be met by employees, elected officials, and volunteers who may operate a city vehicle or operate a personal vehicle for city business; and

WHEREAS, the Personnel Manual must be amended to address those requirements;

NOW THEREFORE BE IT RESOLVED by the governing body of the City of Gold Bar that Titles 12, 32, and 44 be amended as follows.

Section I	Title 12, Recruiting
Section II	Title 32, Driver's License Requirements
Section III	Title 44, Drug and Alcohol Testing Procedures
Section IV	Severability
Section V	Effective Date

Section I, Title 12, Recruiting

E. Applicants for positions in which the applicant is expected to operate a motor vehicle for the City must be at least twenty-one (21) years old, with a minimum of three years driving experience, and will be required to present a valid Washington State driver's license with any necessary endorsements.

1. Applicants must pass a background check.
2. Applicants with poor driving records, as determined by the City, may be disqualified for employment with the City in positions requiring driving.
3. Title 32, Driver's License Requirements, must be reviewed with applicants, and relevant requirements met by applicants.

Section II, Title 32, Driver's License Requirements

As part of the requirements for certain specific City positions, an employee may be required to hold a valid Washington State driver's license, and/or a Commercial driver's license. This Title applies to all employees, elected and appointed officials, and volunteers, when driving vehicles owned by the City or when driving their personal vehicle in performance of their job.

A. If an employee's license is revoked, suspended, or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify his or her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his or her supervisor.

B. Depending on the duration of the license suspension, revocation, or other inability to drive, an employee may be subject to disciplinary action, up to and including termination.

C. All drivers are required to follow the traffic laws of the State of Washington, or if out of state, the traffic laws of that state.

D. All employees, elected or appointed officials, and volunteers operating a city vehicle or a personal vehicle on city business, shall be at least twenty-one (21) years old and have a minimum of three (3) years driving experience before being permitted to operate vehicles.

E. Every driver shall present a currently valid driver's license which is of adequate classification to meet state law. A photocopy of the license will be maintained in the confidential personnel files. Upon expiration/renewal of the driver's license, the driver shall be required to present the new license for copying and filing.

F. All drivers will immediately notify their supervisor if any of the following changes in the driver's record occur.

1. Suspended or revoked license

2. Change from 'Acceptable' status to 'Borderline' or 'Poor' based on the following table:

Number of violations in last 3 years	Number of at-fault accidents in last 3 years			
	0	1	2	3
0	Acceptable	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Major Violation	Poor	Poor	Poor	Poor

a. 'Major Violation' shall be defined as being found guilty of driving under the influence of alcohol, marijuana, or drugs; failure to stop/report an accident; reckless driving involving speeding ten (10) miles over the posted speed limit; impaired or negligent driving; homicide, manslaughter, or assault arising out of the use of a vehicle; making a false accident report; driving with a suspended/revoked license; driving without insurance; and/or attempting to elude a law enforcement officer.

b. 'Minor Violation' shall be defined as any moving violation other than a major violation, including speeding less than ten (10) miles over the posted speed limit; failure to obey traffic control devices; using a wireless communication device in violation of the Revised Code of Washington (RCW) 46.61.667; driving while distracted; and/or driving an unregistered vehicle.

c. The following will not count against the driver as a violation: motor vehicle equipment, load, or size requirements; improper failure to display license plates; failure to sign or display registration; failure to have valid driver's license in possession; and/or any non-moving violation in which the driver has been charged with an infraction such as a parking violation.

G. All drivers shall meet the driving record standards in the table found in F(2). No driver whose driving record is graded at 'poor' shall drive a city-owned vehicle or personal vehicle on city business until upgraded to at least 'borderline'.

H. Every driver shall complete and pass a Defensive/Distracted Driving Course as offered through the Association of Washington Cities – Risk Management Service Agency (AWC RMSA) or that meets the requirements of AWC RMSA.

I. The City shall review the driving history of employees, elected or appointed officials, and volunteers that operate city vehicles or personal vehicles on city business, every three years. This review may include obtaining a Motor Vehicle Report. Permission must be obtained from the employee, elected or appointed official, or volunteer, prior to obtaining a Motor Vehicle Report.

J. Failure to follow this policy may result in disciplinary action including, but not limited to, a restriction on driving city-owned vehicles, a restriction on driving personal vehicles for city business, suspension, demotion, or termination.

Section III, Title 44, Drug and Alcohol Testing Procedures

K. Return to Duty and Follow-Up Testing.

1. All employees who have engaged in prohibited conduct as defined in the City's Personnel Manual, including those who have tested positive for drugs or alcohol, are subject to return to duty testing and may be subject to follow-up testing.

c. Driving Standard. Supervisors of employees returning to work after violation of this Title shall review the employee's driving standard, as defined in Title 32, Driver's License Requirements, section F(2). The employee should meet a standard of 'borderline' or show progress in upgrading to 'acceptable'.

Section IV, Severability

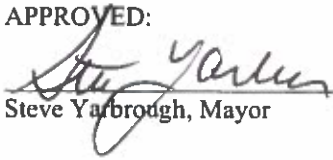
This resolution is severable and if any portion of it shall be declared invalid or unconstitutional, the remaining portion shall remain valid and enforceable.

Section VI, Effective Date

This Resolution shall take effect from, and after, its passage and approval, as provided by law.

Resolved this 20th day of August, 2024.

APPROVED:


Steve Yarbrough, Mayor

ATTEST/AUTHENTICATED:


Lisa Stowe, Clerk/Treasurer