DEPARTMENT OF CORRECTIONS

Policy Number: **104.4614**
Title: **Driver's License and Record Check**
Effective Date: **3/3/20**

PURPOSE: To provide guidelines for driver's license and record checks.

APPLICABILITY: Department-wide

DEFINITIONS:
State vehicle – an automobile, truck, or other equipment (including off road vehicles) which is the property of the State of Minnesota.

PROCEDURES: Information regarding the employee's driver's license and a vehicle use agreement are completed in self-service. The DOC follows Minnesota Management and Budget (MMB) driver's license and record checks policy with the following exceptions and additions.

A. Procedure II, "driver's license verification and review of driver's license records"
   1. Subpart a, "Minimum Qualifications and/or Essential Function of Position Require Driving: i, Job Finalists"
      a) The hiring manager must ensure that the individual obtains the required driver's license within the established time frame.
      b) The driver's licenses of finalists are checked as part of the criminal history background check in Policy 103.014, "Background Checks for Applicants and Current Employees."

   2. Subpart a.ii, "Current Employees." The DOC requires all employees to complete a vehicle use agreement in self-service. The Department of Administration risk management division reviews all driver's license records.

   3. Subpart a.ii, "Current Employees." If an employee does not have a driver's license, the employee must inform human resources and the employee's immediate supervisor in writing, no later than the beginning of the employee's next work shift, that the employee does not have a driver's license. The employee must be able to provide the employee's own transportation to off-site trainings, meetings, or other business responsibilities. The written notice must be maintained in the employee's private/confidential file.

B. Procedure V, "Related Employment Actions"
   1. General factors – the DOC also considers:
      a) The timeliness of reporting of any driver's license revocation, suspension, or restrictions;
      b) Impact on work unit; and
      c) The type of work performed.

   2. Possible actions - decisions about actions are determined using standard DOC processes.

C. Employees whose job requires a commercial driver's license are also subject to the laws, rules, and regulations governing commercial driver's licenses. (See Policy 103.041, "Commercial Driver's License.")

INTERNAL CONTROLS:

A. Employee driver's license data is maintained in the SEMA4 self-service database. If an employee does not have a valid driver's license, the written notice provided by the employee is maintained in the employee's private/confidential file.

B. The Vehicle Use Agreement is maintained in the SEMA4 self-service database.

ACA STANDARDS: None

REFERENCES:
Minnesota Management and Budget (MMB) "HR/LR Policy #1419 Driver's License and Record Checks Policy"
Policy 103.014, "Background Checks for Applicants and Current Employees."
Policy 103.0141, "Employees Who Are the Subject of Criminal Investigation(s), Arrest(s) and/or Conviction(s)"
Policy 103.041, "Commercial Driver's License"
MMB Employee Self-Service

REPLACES:
Policy 104.4614, "Driver's License and Record Check," 12/18/18
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Organizational Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Office of Strategic Planning, Implementation, and Employee Development