

Vehicle Driver Certification Policy

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Policy
Procedures

I. Minimum Certification Requirements
II. Recordskeeping
III. Supervisor's Responsibility

Purpose: The purpose of this policy is to minimize Tribal exposure to liability claims resulting from vehicle accidents.

Scope: Any person driving on Tribal business including employees, volunteers, and elected officials.

Policy: Drivers of Tribal, personal, or rental vehicles may be authorized to drive on Tribal business if they are 18 years of age and certification criteria contained in this policy are satisfied.

Procedures: Drivers must achieve certification to drive on tribal business by meeting the following requirements:

I. Minimum Certification Requirements

A. Tribal Vehicle Certification

1. Current Wisconsin Drivers License
2. Commercial Driver's License if required by Federal Law
3. License requirements listed in the employee's current job description.
4. None of the following driving violation convictions:
 - a. Single occurrence within the last three years:
 - (1) Attempting to elude officer
 - (2) Operating after license revocation
 - (3) Operating without valid driver's license
 - (4) Obstruction in regard to driver violation
 - (5) Reckless driving
 - (6) Violation of Occupational License
 - (7) Causing great bodily harm with vehicle
 - (8) Failure to stop after an accident
 - (9) Negligent homicide by use of motor vehicle
 - (10) Operating while license suspended
 - (11) Operating under the influence of drugs/alcohol
 - (12) Vehicle usage resulting in felony conviction
 - (13) Operating a vehicle without the owner's consent
 - (14) Racing
 - (15) Operating a school bus without a school bus license
 - (16) Illegal use of operating license
 - b. Three or more occurrences within a previous three year period:
 - (1) Deviating from traffic lane
 - (2) Failure to stop for school bus
 - (3) Inattentive driving

- (4) Imprudent speed
- (5) Speeding 11 or more miles above the speed limit
- (6) Driving on the wrong side of the road
- (7) Failure to keep vehicle controlled
- (8) Failure to yield right of way
- (9) Driving too fast for conditions
- (10) Unnecessary acceleration

B. Personal Vehicle Certification

1. Current Wisconsin Drivers License
2. Evidence of current minimum insurance coverage verified by an insurance policy copy supplied to HRD at every policy renewal.
 - a. \$100,000 Per Person
 - b. \$300,000 per Accident for Bodily Injury
 - c. \$25,000 Property Damage

II. Recordskeeping

A. The Oneida Human Resources Department (HRD) will maintain a current list of all certified drivers.

1. Lists will be supplied to the Oneida Fleet Vehicle Manager and Travel Reimbursement Departments.

B. Tribal Vehicle Drivers must notify HRD within five working days of any convictions affecting their certification eligibility.

III. Supervisor's Responsibility

A. Supervisors shall ensure that no uncertified employees drive on Tribal business.

1. Departments shall create Standard Operating Procedures which minimize driver's risk exposure.

B. Supervisors shall take action when employees or HRD report violations. Actions may be but are not limited to:

1. Reassigning the uncertified employee to a position which does not require driving.
2. Removing the driving requirement from the employee's job description.
3. Place the employee on unpaid leave until they become recertified.
4. Termination of employment because a valid driver's license is a required qualification on the job description.

C. If a supervisor has reason to question an employee's mental or physical health as it relates to the employee's ability to drive on Tribal business, the supervisor shall refer the employee to the Oneida Occupational Health Department or the Oneida Employee Assistance Program (EAP) for an assessment.

D. Employees may refer a driver to the Oneida Safety Department, which may also make referrals to Oneida Occupational Health or EAP.

End.