

CITY OF ALPENA, MICHIGAN  
STANDARD OPERATING POLICY

Subject:	Job Applicants' Driving Records	SOP No.	<u>25</u>
		Date Issued	<u>4/24/98</u>
		Effective Date	<u>4/24/98</u>

---

Copies to: City Council, City of Alpena Department Heads, Personnel Assistant, City Employees

---

**PURPOSE:** The purpose of this policy is to establish minimum standards that define an acceptable driving record. These minimum standards will be used in the hiring process for all positions involving new hires and interdepartmental employment changes. The City of Alpena is committed to reducing the risk of motor vehicle operations for the protection of its citizens, the City of Alpena, and its employees.

**STATEMENT OF POLICY:** The City of Alpena will examine applicants' driving records carefully and consistently as a routine part of the screening, background investigation, and hiring process. The City may reject applicants with poor driving records for positions that require vehicle operation based on the following guidelines for convictions:

- Two at-fault accidents in the three-year period immediately preceding the application deadline for a City position, each of which resulting in a moving violation or civil infraction determination, or
- Two moving traffic violations in the three-year period immediately preceding the application deadline for a City position, or
- A combination of one at-fault accident resulting in a moving violation or civil infraction determination and one moving traffic violation in the three-year period immediately preceding the application deadline for a City position, or
- Driving on a suspended or revoked license in the three-year period immediately preceding the application deadline for a City position, or
- Operating under the influence of liquor or drugs in the four-year period immediately preceding the application deadline for a City position, or
- Operating with an unlawful blood alcohol content or operating a vehicle while less than 21 years of age and having any bodily alcohol content in the four-year period immediately preceding the application deadline for a City position, or
- Failure to stop or report involvement in an accident in the four-year period immediately preceding the application deadline for a City position, or
- Negligent homicide, manslaughter, fleeing and eluding, or assaults involving the operation of a motor vehicle in the four-year period immediately preceding the application deadline for a City position.

- For any position in the Public Safety Department, the City may preclude any individual who drove on a suspended or revoked license, operated a vehicle while under the influence of drugs or liquor, operated while having an unlawful blood-alcohol content, operated a vehicle while less than 21 years of age and having bodily alcohol content, having to stop and report involvement in an accident, or negligent homicide manslaughter, fleeing and eluding, or assaults involving the operation of a motor vehicle.

STATEMENT OF POLICY FOR EXISTING EMPLOYEES: The driving records of current employees and those outside employees who drive City vehicles will be reviewed and evaluated on a periodic basis to ensure safe motor vehicle operations for the protection of citizens and employees.

---

Alan L. Bakalarski, City Manager