1.0 POLICY

Many of the City of Winona job descriptions do not require that the employee possess a driver's license of any kind, but the City policy or practice may from time to time permit those employees the use of a City vehicle for transportation on City business or employee training. Similarly, these employees may also from time to time rely on the use of some non-City vehicle, such as their own vehicle, for this transportation.

It is the policy of the City that every employee who operates a City vehicle at any time for any reason, or who operates some other vehicle for use on City business or for transportation to or from employee training, must have a current driver's license. It is also the policy of the City that the City may inquire at any time into the driving privileges of each employee who is likely to operate a City vehicle for any reason or who is likely to operate any vehicle on City business or to travel to and from training events.

This policy is not intended to assume or imply legal liability to the City where such liability does not exist otherwise.

2.0 ORGANIZATIONS AFFECTED:

All City of Winona employees.

3.0 GUIDELINES

1. No employee may operate any City vehicle for any purpose without a valid and current driver's license.

2. No employee may operate any vehicle, even the employee's own vehicle, while engaging in the business of the City or to travel to employee training events, without a valid and current driver's license.

3. Every employee who will likely operate a City vehicle for any purpose, or who will likely operate any vehicle on City business or to travel to employee training, consents to the City's inquiry, at will, into the employee's driving record for the purpose of verifying the

existence of a valid and current driver's license.

4. The City may request orally or in writing, and the employee must provide immediately, specific information necessary for the City to inquire into the employee's driving record for the purpose of verifying the existence of a valid and current driver's license.

5. Any employee who might be assigned to operate a City vehicle for any purpose, or who will likely operate any vehicle on City business or to travel to employee training, must inform the City in writing if the employee for any reason no longer possesses a valid driver's license, including if the license has been suspended, revoked, or canceled because of the employee's conviction or guilty pleas to various driving offenses.

6. In addition to the inquiries referred to above, supervisors who assign vehicles are authorized and encouraged to ask the employee driver to present his or her valid driver's license for viewing and verification.

7. It is the responsibility of the employee to refuse to drive and to advise the City of the lack of current driving privileges if the employee is asked to drive but lacks a current valid driver's license.

8. Any employee who operates any motor vehicle in violation of this policy, or who refuses to provide requested information consistent with this policy, is subject to discipline up to and including termination.

9. Any supervisor who assigns any City motor vehicle to any person whom the supervisor knows or should know does not possess a current valid driver's license is subject to discipline up to and including termination.