


**TOWN OF CARLYLE
POLICY MANUAL**

Policy Description: Drivers License and Driving	TOWN OF CARLYLE	
Policy Number: PER 0030	Original Date: Dec. 2, 2009 Reviewed: Oct. 12, 2011 Revised: July 8, 2020 Res #2020-174	

Purpose of Policy: To ensure that Town employees who are required to drive as part of their work have a valid driver's license.

1. The Town of Carlyle requires each employee to provide a copy of their current driver's license and driver's abstract upon hire, and to keep their driver's license current.
2. Public Works Employees are expected to immediately advise the Town Foreman should the employee's status regarding their driver's license change.
3. The Town Superintendent is expected to immediately advise the Chief Administrative Officer of any change in any employee's driver's license status.
4. Driving or operating Town equipment without the required license is grounds for disciplinary action.
5. Employees are required to advise their supervisor immediately if their ability to drive is affected for any reason, including being under the influence of alcohol or drugs (including prescription medication and over-the-counter medication), lack of sleep, or physical or emotional circumstances. Failure to report this is grounds for disciplinary action.
6. A written incident report is required for any damage done to town equipment and vehicles.