

*Obligation to Report Driver's License Suspensions and Revocations*

Employees who are required to hold a valid driver's license in the course of performing their essential job responsibilities must report any suspension or revocation of such license to the Director of Human Resources as soon as is practicable following notification of the suspension or revocation, but in no case later than seventy-two (72) hours following such notification.

Under no circumstances may a District employee operate a District vehicle while their driver's license is suspended or revoked

Failure to abide by the provisions of this Administrative Regulation or the accompanying Board Policy shall be grounds for discipline, up to and including termination, in accordance with applicable law and the provisions of any applicable Collective Bargaining Agreement.

Following notification of a driver's license suspension or revocation, the Director of Human Resources shall be responsible for determining and communicating the effect of such suspension or revocation on the employee's ability to perform the functions of their position in the District.

Contracted services providers who are responsible for transporting District students, employees or property shall notify the District any time any of its employees or agents who are performing work for or on behalf of the District have had their driver's license suspended or revoked in accordance with Board Policy 4940.

Employees who are subject to this Administrative Regulation and the accompanying Board Policy shall be advised of their obligation to report driver's license suspensions or revocations at the time of their hire and on an as-needed basis thereafter, as determined by the Superintendent or designee.

Cross Reference:

Board Policy 4940 (Contracted Services)