

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Driver's Licenses

CHAPTER: X

SECTION: 4

EFFECTIVE DATE: 7/04

REVISION DATE: 12/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library Human Resources Department verifies the current status of New York State Driver's Licenses of all employees who drive a vehicle in the course of their job duties with B&ECPL.

II. GUIDELINES

A. Affected Employees

1. This policy includes all employees who drive as part of their job, even occasionally, and all vehicles, whether Library-owned or the employee's own.
2. It does not include employees who are occasionally required to transport themselves to various sites for meetings, training, etc.

B. Verification Process

1. Human Resources will report to the New York State Department of Motor Vehicles the name and Driver's License Number of the aforementioned employees.
2. The DMV will report to B&ECPL all license events (expirations, convictions, restorations, suspensions/revocations) regarding said employees.

C. Unfavorable Reports

If an employee is reported to have had significant events which could place B&ECPL at risk for allowing the employee to operate a motor vehicle during work hours, appropriate action will be taken.