

Adopted by Council Action: April 6, 2009

Effective Date: April 13, 2009

Update Approved by Council: April 1, 2013

Updated per ICAP Recommendation: May 23, 2016

Annual Background Checks

All current employees, required to operate City vehicles, will be subject to a motor vehicle record review (MVR) prior to employment and thereafter on a regular basis. If the MVR review indicates violations in excess of the recommended guidelines, the applicant or employee may be required to complete defensive driving training based upon the seriousness of the violations. If a disability or health-related reason caused the adverse driving record, consideration of such information will be used in making reasonable accommodation decisions. MVR review will be completed between March 1 and April 30 each year.

Motor Vehicle Record (MVR) Guidelines

- No more than two convictions for moving traffic violations within any 12-month period.
- No more than two moving traffic violations that contribute to accident within any 12-month period.
- Conviction of any traffic violation(s) defined as serious by Iowa Code.
- No OWI's (operating while intoxicated) within five years.

Employees convicted of moving traffic violations equal to or exceeding the recommended guidelines may be subject to personnel action to include defensive driving courses or suspension of member driving authorization.

Any potential fulltime employee whose background check includes an offense for which the punishment included suspension or revocation of the motor vehicle license will be ineligible for employment. Any potential permanent part-time and/or part-time seasonal employee whose background check includes an offense for which the punishment included suspension or revocation of the motor vehicle license will be ineligible to operate any city motorized vehicle.

Current employees whose annual background check includes an offense, within the yearly review period, for which the punishment included suspension or revocation of the motor vehicle license, which was not reported as required by this policy, may be subject to termination.

The above does not represent the City of Decorah Vehicle Policy as a whole but rather the section dealing with Pre-Employment MVR checks along with the annual background check.

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