



ADMINISTRATIVE DIRECTIVE

<p>Title: Driver Licenses and Vehicle Operation Issuing Department: Human Resources Department Effective Date: May 16, 2022 Approved: Terry Rozema, Town Manager Type of Action: Revision</p>
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1.0 PURPOSE

To establish the policies and procedures for employees who drive a Town vehicle or personally-owned vehicle (POV) in performance of their job duties.

2.0 DEPARTMENTS AFFECTED

All Town of Marana Departments and employees.

3.0 REFERENCES

- 3.1 Town of Marana Personnel Policies and Procedures, Chapter 2: Employment Process
- 3.2 Town of Marana Personnel Policies and Procedures, Chapter 5: Work Rules
- 3.3 Town of Marana Personnel Policies and Procedures, Chapter 7: Safety and Health
- 3.4 Town of Marana Personnel Policies and Procedures, Section 1-2-8: Use of Public Property
- 3.5 Town of Marana Safety Directive: Accident Reporting Procedures
- 3.6 Town of Marana Administrative Directive: Claims Management
- 3.7 Federal Drivers Protection Act (DPPA) (18U.S.C.A 2721)
- 3.8 A.R.S. §28-914: Use of portable wireless communication device while driving; prohibition; civil penalty; state preemption; definitions

4.0 DEFINITIONS

- 4.1 ADOT: Arizona Department of Transportation
- 4.2 Authorized driver: An employee in a Non-driving position who has been authorized by Human Resources to operate a Town vehicle or their POV for Town business following a motor vehicle records (MVR) review and completion of Town Fleet Driving Course.

- 4.3 Class D license: An Arizona-issued Driver License required for operation of any single vehicle less than 26,001 pounds Gross Vehicle Weight Rating (GVWR), any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR, provided the Gross Combined Weight Rating (GCWR) does not exceed 26,000 pounds and any such vehicle is not designed to carry 16 or more passengers, including the driver. The Class D license is not a Commercial Driver License.
- 4.4 Class M license: An Arizona-issued Driver License limited to the operation of a vehicle classified as a motorcycle.
- 4.5 Commercial Driver License (CDL): An Arizona CDL Driver License is necessary for operation of certain commercial motor vehicles. A CDL contains three classes of licenses (Class A, B, and C) for specified types of vehicles.
- 4.6 CDL endorsement: Authorization added to a CDL permitting operation of specified commercial vehicles. Endorsements include tank vehicle, passenger bus, hazardous material, double/triple trailer, and motorcycle.
- 4.7 CDL Position: A position that requires a CDL as a condition of employment.
- 4.8 Driving position: A position that requires the ability to drive as a condition of employment.
- 4.9 Employee: For purposes of this directive, employee includes employees in regular classified and unclassified positions and employees in temporary positions.
- 4.10 Equipment: For purposes of this directive, equipment means any piece of mechanized or motorized machinery for which an operator must have an Arizona Driver License to legally operate it in the location where it is being operated.
- 4.11 Global Positioning System (GPS): A satellite tracking system that, when attached to a vehicle, monitors the vehicle during operation.
- 4.12 Ignition interlock device (IID): A protective device mandated by law and required to be installed on vehicles that will be driven by a person convicted of Driving Under the Influence (DUI). An IID prevents the operation of the vehicle while under the influence of alcohol.
- 4.13 Motor vehicle: All motorized Town vehicles and equipment operated on Town business by employees while in the public right-of-way or on private property, including all Town-owned property.
- 4.14 MVD: Motor Vehicle Division (Arizona Department of Transportation)
- 4.15 Non-driving position: A position that does not require the ability to drive as a condition of employment, but an employee in a Non-driving position may be an Authorized driver.
- 4.16 Personally-owned vehicle (POV): A vehicle owned and operated by the employee that may be used in the course of Town business.
- 4.17 Portable wireless communication device: A cellular telephone, a portable telephone, a text-messaging device, a personal digital assistant, a stand-alone computer, a global positioning system receiver or a substantially similar portable wireless device that is used to initiate or receive communication, information or data.

- 4.17.1 Does not include a radio, citizens band radio, citizens band radio hybrid, commercial two-way radio communication device or its functional equivalent, subscription-based emergency communication device, prescribed medical device, amateur or ham radio device or in-vehicle security, navigation or remote diagnostics system.
- 4.18 Town business: Activities that contribute to any one of the Town's major objectives and will benefit the individual's ability to be more productive. The purpose must be for the public's benefit and related to the department's business activities. Driving to an off-site meeting or a conference is included within the definition of "Town business."
- 4.19 Unauthorized driver: An employee who is prohibited from driving a Town vehicle or POV on Town business.
- 4.20 Valid license: A current driver license without restriction, suspension, revocation or any other condition that would prevent a person from legally operating a motor vehicle.

5.0 POLICIES AND PROCEDURES

5.1 General Policies

- 5.1.1 Any employee operating a Town-owned motor vehicle or equipment or operating a POV in the course of Town business shall obtain, maintain, and have in their physical possession the required valid Arizona Driver License and endorsements at all times.
- 5.1.2 Employees in Non-driving positions generally do not operate motor vehicles for the Town, but may drive Town-owned vehicles or POVs to conferences and offsite meetings, subject to the policies and procedures set forth in this directive. Employees in Non-driving positions who check out Town vehicles must be Authorized drivers. Employees in Non-driving positions who drive their POVs in the course of Town business must be Authorized drivers and carry at least the state minimum required liability insurance, and may, upon request, be required to demonstrate insurance proof to Town personnel.
- 5.1.3 Any violation of this directive, including failure to comply with any reporting or other requirements set forth in this directive, is cause for discipline, up to and including termination.
- 5.1.4 All employees operating Town vehicles or POVs on Town business are responsible for paying traffic fines, parking fines, and all other fines or fees imposed as a result of the employee's driving.
- 5.1.5 Employees are not permitted to have passengers in Town vehicles unless the passenger is present for official Town business or there is an emergency.
- 5.1.6 Employees operating Town-owned motor vehicles or POVs while conducting Town business shall observe all traffic laws, rules and regulations, and the dictates of common sense and good judgment.
- 5.1.7 Employees shall not operate Town vehicles/equipment or POVs on Town business while impaired by alcohol or illegal or legal drugs.

5.2 Driver License Requirements for Positions

- 5.2.1 In consultation with Town departments, Human Resources shall develop driver license requirements for positions and determine if they are Driving, Non-driving or CDL positions.
- 5.2.2 Employees shall be advised of the class of driver license and driving duties required for the position. Departments may change license requirements specific to a position. In the event a position's license requirement is upgraded, affected incumbent employees shall be given no less than 90 calendar days nor more than 120 calendar days within which to achieve compliance.
- 5.2.3 Departments shall be responsible for proper assignment of vehicle and driving tasks, and assignment of driving responsibilities to positions.
- 5.2.4 The Human Resources Department shall assist in departmental determinations of license requirements for positions that may require driving of specialized vehicles.

5.3 Hiring and Employment Process

- 5.3.1 As a condition of employment, all applicants for a driving position or CDL position shall complete a Disclosure Authorization and Consent Form (Attachment A) to have their motor vehicle operating record (MVR) reviewed. The Human Resources Department shall review and approve the prospective employee's MVR as part of the hiring process. Non-cooperation or misinformation on the part of the applicant may result in termination of the application process.
- 5.3.2 Applicants for a driving position or CDL position shall be ineligible for hire if the MVR obtained in the pre-employment driver license verification process contains legal condition(s) that would prevent or otherwise restrict the applicant from operating a motor vehicle in the public right-of-way and/or on private property.
- 5.3.3 Applicants for a driving position or CDL position may be ineligible for hire if the MVR obtained in the pre-employment driver license verification process contains:
 - 5.3.3.1 More than three moving violations within the last 39 months, or more than two moving violations within the most recent year.
 - 5.3.3.2 A conviction for any of the following violations within the past 39 months:
 - 5.3.3.2.1 DUI or other drug-related driving offense(s)
 - 5.3.3.2.2 Leaving the scene of an accident
 - 5.3.3.2.3 Reckless or aggressive driving
 - 5.3.3.2.4 Homicide/manslaughter or assault through use of a motor vehicle
 - 5.3.3.2.5 Unlawful flight from pursuing law enforcement vehicle
- 5.3.4 New and existing employees in Non-driving positions shall be given a Disclosure Authorization and Consent Form (Attachment A) to have their MVR reviewed. An employee declining authorization and consent to have the employee's MVR reviewed shall indicate this on the Disclosure Authorization and Consent Form. An employee who declines authorization is an Unauthorized driver. The Human Resources Department shall review an employee's MVR to determine if the employee is eligible

to be an Authorized driver. If an employee's MVR contains legal condition(s) that would prevent or otherwise restrict the employee from operating a motor vehicle in the public right-of-way and/or on private property the employee is an Unauthorized driver. If an employee's MVR contains the factors set forth in section 5.3.3, the employee may be an Unauthorized driver. If an employee's MVR is acceptable and the employee successfully completes the Town Fleet Driving Course, the employee is an Authorized driver. Until the MVR is reviewed and the Town Fleet Driving Course is completed, the employee is an Unauthorized driver.

5.4 Promotions. Employees may apply for a promotional opportunity if they meet all of the position requirements except for possession of a CDL driver license or required CDL endorsement. An employee who does not have the required CDL license or endorsement may be conditionally selected and advised of the requirement that he/she obtain the required license or endorsement within 60 calendar days of the conditional notification of selection. Failure to obtain the required CDL driver license or endorsement within 60 calendar days shall result in the employee failing to successfully complete the initial evaluation period in the promotional position.

5.5 Use of POV for Town Business. Employees who drive their POV on Town business shall be Authorized drivers and certify that they currently have a valid Arizona Driver License and insurance. If requested by their department or Human Resources, employees shall provide proof of the appropriate driver license and endorsements, as well as insurance or insurance bond.

5.6 Incident Reporting

5.6.1 Departments and Human Resources shall monitor an employee's driving behavior noting any accidents involving property damage and/or physical injury. Accidents involving property damage and/or physical injury shall be documented in compliance with the Claims Management Administrative Directive and/or Town of Marana Safety Directive: Accident Reporting Procedures. Corrective recommendations or disciplinary action enacted by the department shall be documented.

5.6.2 The procedure outlined in section 5.6.1 will also be used to document and monitor driving behavior of employees who use their POV for Town business.

5.6.3 Departments shall monitor reports of unsafe driving behavior and motor vehicle citation(s) received by employees while operating a Town vehicle or POV while on Town business. If reports or citations demonstrate a pattern of unsafe driving, the Department shall notify Human Resources for review. Corrective recommendations or disciplinary action enacted by the department shall be documented.

5.7 Driver License Monitoring

5.7.1 The Human Resources Department shall monitor the licenses of employees in driving positions or CDL positions to ensure compliance with state law and job requirements.

5.7.2 The Human Resources Department shall monitor the licenses of Authorized drivers in Non-driving positions to ensure compliance with state law.

- 5.7.3 Annually, or at the request of a department for specific cause, the Human Resources Department will complete a motor vehicle record check on employees in driving positions, CDL positions, and Authorized drivers.
 - 5.7.4 Any information obtained by the Town in accordance with this directive shall be used by the Town only for carrying out its lawful functions and for other lawful purposes in accordance with the Driver Privacy Protection Act.
 - 5.7.5 Employee information required to perform the driver license check shall be obtained from a Disclosure Authorization and Consent Form (Attachment A) provided to the department upon hire. Employees shall update the information, if necessary. Information submitted may include:
 - 5.7.5.1 Employee name
 - 5.7.5.2 Employee resident address
 - 5.7.5.3 Employee date of birth
 - 5.7.5.4 Driver license type
 - 5.7.5.5 Driver license number
 - 5.7.5.6 Date of license expiration
 - 5.7.6 If the motor vehicle operating record obtained in the driver license monitoring process contains the legal condition listed in section 5.3.2, the employee shall be an Unauthorized driver. If the motor vehicle operating record obtained in the driver license monitoring process contains any of the items listed in section 5.3.3, the employee may be an Unauthorized driver. The employee may be subject to disciplinary action due to the contents of their motor vehicle operating record.
- 5.8 Employee Reporting Requirements
- 5.8.1 All employees in driving positions or CDL positions must, by their next working day, notify their immediate supervisor of any of the following circumstances:
 - 5.8.1.1 Receipt of a citation/arrest for DUI. Notification shall include providing a copy of the citation to the employee's supervisor. The employee also has a continuing duty to provide the supervisor with all paperwork relating to the status of the employee's Driver License as a result of the DUI charge.
 - 5.8.1.2 Any and all changes in driver license status, including changes due to a DUI citation or other criminal or non-criminal driving offenses (including but not limited to vehicular manslaughter, reckless driving, etc.) that places or may place the employee out of compliance with his/her position license requirement, and/or renders the employee legally unable to operate motorized equipment/vehicles.
 - 5.8.1.3 Receipt of a court order requiring the installation of an Interlock Ignition Device (IID) on vehicles the employee drives. Notification shall include providing a copy of the court order.
 - 5.8.2 Authorized drivers in Non-driving positions shall report any of the circumstances listed in section 5.8.1. Reports required under this section shall be made in the same manner as described in section 5.8.1 above.

5.8.3 All employees shall report to their Department any motor vehicle citation (moving violation/citation) received while operating a Town vehicle or a POV for Town business. For driving positions and CDL positions, the employee shall provide the supervisor with a copy of the motor vehicle citation for inclusion in the employee's record in Human Resources.

5.8.4 All employees who are issued a vehicle repair order or vehicle work order while driving a Town vehicle shall immediately return the vehicle to Fleet Services for repair and shall present the repair order to Fleet to ensure repair of the vehicle and compliance with the issuing jurisdiction.

5.9 Invalid Driver License and Unauthorized Driver

5.9.1 Upon learning that an employee in a CDL position or driving position has an invalid license for purposes of the employee's position and job responsibilities (including the suspension of a CDL operator's license, but retention of the primary class D/DM license), the Town shall immediately notify the employee that the employee is an Unauthorized driver pending further review and investigation.

5.9.2 The supervisor(s) and employee shall meet formally within one work day of receiving an invalid motor vehicle operating record notice, excluding weekends and holidays. At the formal meeting, the employee shall sign a written acknowledgement that the employee has received a copy of the information obtained from MVD regarding any expiration, restriction, violations, suspension or revocation that affects the employee's ability to legally operate a vehicle and/or equipment for the Town and/or to drive the employee's POV on Town business.

5.9.3 Employees shall have two work days, excluding weekends and holidays, to rectify any and all legal issues that directly affect the employee's ability to operate vehicles or equipment for the Town and/or to drive their POV while on Town business.

5.9.4 Employees who receive official verification that they have obtained/restored their valid Arizona Driver License status within two work days shall provide written documentation of that fact to their direct supervisor and complete a Request for Reinstatement of Driving Privileges Form (Attachment B). The department will forward the documentation and completed form to the Human Resources Department for verification. The Human Resources Department will verify the driver license status of the employee and forward the results to the employee's department.

5.9.5 Employees who cannot provide official verification of a valid Arizona Driver License status within two work days and who are required to have a driver license to perform his/her duties in a driving position or CDL position, may be terminated, demoted, or placed on leave. The Town's and the department's business needs shall be the determining factors in making a decision regarding the employee's continued employment with the Town. The Town may consider employee performance, attendance, and the availability of lower-level Non-driving positions within the department when determining the appropriate action.

5.9.6 Employees who fail to maintain the requisite license for their position because of a disability will be evaluated under applicable local, state, and federal laws.

- 5.9.7 Upon learning that an Authorized driver employee in a Non-driving position has an invalid license, the Town shall immediately notify the employee that the employee is an Unauthorized driver.
- 5.9.8 Employees who are Unauthorized drivers are not eligible for on-call status.
- 5.9.9 Unauthorized drivers shall not knowingly operate Town equipment, a Town vehicle, or a POV while on Town business after written notice of being an Unauthorized driver.
- 5.10 Interlock Ignition Device (IID)
 - 5.10.1 Employees required by court order to have an IID installed on any motor vehicle shall be an Unauthorized driver while under restriction. Employees may also be subject to disciplinary action.
 - 5.10.2 Employees have a continuing obligation to provide their supervisor with all legal documentation regarding the IID, and any additional citations or legal action that may affect the status of their driver license under the IID restriction.
 - 5.10.3 An employee whose IID restrictions have expired and who has fulfilled all legal obligations shall present documentation of their IID expiration and rescinding of the IID restriction to the department by the next working day.
- 5.11 Training
 - 5.11.1 All Town employees shall complete the Town Fleet Driving Course.
 - 5.11.2 New employees in CDL or driving positions shall complete the Town Fleet Driving Course within 120 days of hire.
 - 5.11.3 The Town Fleet Driving Course is coordinated and scheduled by the Human Resources Department.
 - 5.11.4 Employees shall complete a refresher course in defensive driving techniques and tactics every three years.
- 5.12 Commercial Driver License (CDL) Medical Examination Process
 - 5.12.1 Prior to state CDL application and testing, employees are required to be examined by the Town physician to determine whether ADOT physical requirements for licensing are met.
 - 5.12.2 The department representative will be responsible for scheduling an appointment with the Town physician and will notify the employee of the time and date of the physical exam.
 - 5.12.3 All physical examinations required as a condition of the Medical Examiner's Certificate renewal process or state CDL application and testing shall be conducted by the Town physician, on Town time, and at Town expense. The Town will not pay for medical treatment recommended or required as a result of the physical examination.
 - 5.12.4 The Town physician will provide results of the physical examination to the employee and to the Human Resources Department, which in turn, will notify the employee's

department representative of the results. Those results shall be maintained as confidential medical records.

5.12.5 CDL applicants who pass the physical examination will receive a Medical Examiner's Certificate which is valid for two years.

5.13 MVD Written Test, Pre-Trip Inspection Test, and Road Skills Test for CDL

5.13.1 The CDL applicant will be tested by the ADOT/MVD for recertification and promotions on the type of equipment or vehicle operated in performance of Town job duties.

5.13.2 The Town, if determining an employee is qualified to operate the vehicle/ equipment, will allow the employee to use the vehicle/equipment for the MVD testing process.

5.13.3 Each department will make the necessary arrangements for vehicle/equipment use for license testing.

5.13.4 All portions of the CDL testing will be conducted during working hours. Overtime is not to be authorized for this purpose.

5.14 License Fees and Renewals

5.14.1 Employees are responsible for payment of all fees to obtain a Class D Motor Vehicle Operator's License. When required for an employee's position, the Town will pay all fees and costs associated with acquiring a Class M Motor Vehicle Operator's License.

5.14.2 For CDL positions, the Town will pay all fees and costs associated with acquiring and maintaining a CDL license and required endorsement(s).

5.15 GPS Monitoring. Town vehicles are the property of the Town and are to be used for business purposes only. Employees, including employees with take-home vehicles, should have no expectation of privacy regarding their use of Town vehicles.

5.15.1 The Town may use GPS to monitor the use of Town vehicles in order to:

5.15.1.1 Foster increased efficiency through streamlined travel for mobile employees.

5.15.1.2 Monitor overtime and compliance with labor laws.

5.15.1.3 Ensure compliance with safety regulations by confirming that employees are not speeding or otherwise violating traffic laws.

5.15.1.4 Verify that time records are accurate, company policies are followed, and employees are engaging in safe behavior.

5.15.2 The Town's GPS system may monitor the location and operation of the Town's vehicles, including, but not limited to:

5.15.2.1 Location of the vehicle

5.15.2.2 Speed of travel

5.15.2.3 Time of arrival

5.15.2.4 Length of stop

5.15.2.5 Time vehicle is spent idling

5.15.2.6 Seat belt use

5.15.2.7 Vehicle mileage

5.15.2.8 Acceleration and deceleration

5.15.3 Employees are prohibited from disabling a GPS system installed in a Town vehicle without the permission of the Town's Fleet Division.

5.15.4 GPS monitoring data will be maintained in a secure location, which may include cloud storage approved by the Technology Services Department.

5.15.4.1 GPS monitoring data may be accessed by an employee's supervisor or Department Head, the Town Manager's Office, the Human Resources Department, the Legal Department, and the Fleet Division for legitimate business reasons.

5.15.4.2 Each department that uses GPS-monitored vehicles shall designate an employee who is authorized to receive alerts from the GPS system regarding the department's assigned vehicles.

5.16 Use of Portable Wireless Communication Devices While Driving

5.16.1 Town employees shall comply with Arizona state law when operating a Town-owned motor vehicle or a POV in the course of Town business, as follows:

5.16.1.1 Employees shall not hold or support with any part of their body a cell phone or electronic device to write, send, or read any text-based communications unless the employee uses voice-to-text features.

5.16.1.2 Employees shall not talk on a wireless device unless the employee is using an earpiece, headphone device, or a device worn on a wrist.

5.16.2 This section does not apply to:

5.16.2.1 A police officer who uses a portable wireless communication device while acting in an official capacity.

5.16.2.2 An employee who uses a portable wireless communication device to report illegal activity or summon emergency help.

5.16.2.3 An employee engaged in any of the other activities exempted from the state law, as listed in A.R.S. §28-914, paragraph C.

6.0 RESPONSIBILITIES

6.1 The Safety Coordinator is responsible for the Town's safety programs. The Human Resources Director shall consult with the Town Manager/designee regarding appropriate changes and amendments to this administrative directive.

6.2 Department heads, managers and supervisors are responsible for ensuring that the requirements of this directive are fully implemented in their work areas.

6.3 Employees are responsible for monitoring their driver licenses and for obtaining the required license for their position.

- 6.4 Employees are responsible for attending all mandatory training classes, and understanding the policies and procedures outlined in this directive, as well as all Town health and safety procedures.
- 6.5 The Safety Coordinator and Safety Committee in conjunction with the Human Resources Director and Town Manager/designee are authorized to halt any operation of the Town where there is danger of serious personal injury.

7.0 ATTACHMENTS

- 7.1 Attachment A - Disclosure Authorization and Consent Form
- 7.2 Attachment B - Request For Reinstatement of Driving Privileges Form



DISCLOSURE AUTHORIZATION AND CONSENT FORM

PLEASE READ CAREFULLY

DISCLOSURE

This document serves solely as a clear and conspicuous written disclosure as required by Section 604 (b) of the Federal Fair Credit Reporting Act to the applicant/employee that motor vehicle records may be obtained for purposes of verifying the application and/or for employment purposes, if authorized below. By the signature below, the Applicant acknowledges that the **Town of Marana** has made this disclosure.

AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that the **Town of Marana** may now, or any time while I am employed, conduct a verification of my motor vehicle records to ensure that I am able to fulfill the job requirements or to operate a vehicle for Town business. The results of this verification process will be used to determine employment/training eligibility or authorization to operate a vehicle for Town business under **Town of Marana** employment/training policies. If information from the report is utilized in whole or in part in making an adverse action decision with regard to my potential employment/training, before making the adverse decision, the **Town of Marana** will provide me with a copy of the motor vehicle records and a description in writing of my rights under the law.

I have read and understand this disclosure, and I authorize the motor vehicle record verification.

I authorize all motor vehicle agencies to provide the **Town of Marana** with all information that may be requested. I agree that any copy of this document is as valid as the original. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment/training was denied based on information obtained by my prospective employer/training program and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

I have read and understand this disclosure, and I do not authorize the motor vehicle record verification.

I acknowledge that I have read and understand the Town of Marana Personnel Policies and Administrative Directives located on the Town Intranet to include: Driver Licenses and Vehicle Operation AD.

I understand that by declining the Disclosure Authorization and Consent Form, I am an “Unauthorized Driver” as designated by the Town and, therefore, prohibited from operating Town Equipment, driving a Town vehicle, or operating my personal vehicle for Town business. I understand that if the Town determines that I operated Town Equipment, drove a Town vehicle, or operated my personal vehicle for Town business as an “Unauthorized Driver”, appropriate disciplinary action will be taken, up to and including termination of employment.

Last Name

First Name

Middle Name

Signature

Date

CONFIDENTIAL INFORMATION FOR POSITIVE IDENTIFICATION PURPOSES ONLY

(Complete only if authorizing motor vehicle record verification)

List Other Names Used (MAIDEN NAME)

Date of Birth (For Identification only)

Driver License Number

State Driver License Issued

Last Name on Driver License



Request for Reinstatement of Driving Privileges Form

I, _____, have completed all financial and legal obligations to the State of Arizona for the violation that resulted in a loss of driving privileges, within the State of Arizona. I confirm that my Arizona Driver License has been reinstated without restrictions that will prevent me from legally operating motorized equipment for the Town of Marana.

I am requesting reinstatement of my driving privileges with the Town of Marana.

Employee Signature

Supervisor's Signature

Date

Date

Attachments: Proof of Reinstatement

Verified by Human Resources

Initial

Date

REVISION HISTORY

	<i>DESCRIPTION OF CHANGE</i>	<i>DATE</i>
OR	Original Release	8/17/2017
REV	Revision	5/1/2018
REV	Revision	8/14/2019
REV	Revision	5/16/2022

Caution: A copy of this Administrative Directive is an uncontrolled document. It is your responsibility to ensure you are using the current version. The electronic version is the only acceptable and controlled Administrative Directive.