



City of Medford
Administrative Regulation

Regulation No.: 02-2
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Subject Area: Human Resources
Date of Issue: August 19, 2002
Supersedes: 01-1

Title: Review of Motor Vehicle Record of Prospective Employees

This regulation is intended to protect public health and safety and to minimize the City's liability exposure.

Policy

The City will engage in a routine check of a prospective employee's driving record if the prospective employee would be expected to operate a motor vehicle as a condition of employment with the City. No person with an unacceptable driving record will be hired by the City.

Driving Record Background Check

1. An applicant conditionally selected for a position that requires a valid driver's license shall, as part of the pre-employment screening process, consent to a check of his/her driving record.
2. In accordance with the provisions of State law (ORS 802.220), the Motor Vehicle Division will report any violations that have occurred within the three-year period immediately prior to the inquiry.
3. If an applicant conditionally selected for a position that requires a valid driver's license currently resides in another state, the Human Resources Department will obtain an applicable motor vehicle driving record check demonstrating the prospective employee has an acceptable driving record.
4. An individual with one conviction for a traffic crime (as defined by State law) within the three-year period will be disqualified from any position with the City that requires a valid driver's license. An individual with three or more convictions for moving violations within the three-year period will be disqualified from any position with the City that requires a valid driver's license. Disqualification will arise from a conviction in any jurisdiction that is equivalent to an Oregon crime or violation.
5. For purposes of this regulation, "moving violations" are defined to mean any offense **under** Oregon Revised Statutes, sections 811.010 to 811.050, 811.100, 811.112 to 811.135, 811.123, 811.145 to 811.170, 811.175, 811.190 to 811.205, 811.260 to 811.390, 811.400 to 811.435, 811.445, 811.455, 811.460, 811.470 to

