



**LAKE COUNTY**  
BOARD OF COUNTY COMMISSIONERS  
*County Procedure*

**Title:** Acceptable Driving Record  
**Number:** ES-4.05.02  
**Approved:** December 5, 2008  
**Originator:** Office of Employee Services & Quality Improvement  
**Review:** December 5, 2013

**I. PURPOSE AND SCOPE**

The purpose of this document is to provide procedures to determine whether an applicant's or employee's driving record qualifies to operate a motor vehicle while conducting County business or as a requirement of their job description.

**II. REFERENCES**

- A. Replaces the Acceptable Driving Record (ES-4.05.02) approved March 16, 2007.
- B. Lake County's Corrective Action Policy and Procedure

**III. APPLICABILITY**

This procedure applies to applicants and employees of Lake County Board of County Commissioners (BCC) who are required to operate a motor vehicle (County owned or personal) while conducting County business or as a requirement of their job description.

**IV. PROCEDURES**

An applicant/employee must possess a "valid" Florida driver's license when required to operate motor vehicles while conducting County business or as a requirement of their job description. A "valid" driver's license shall mean an operator's license, E or Commercial Driver's License A, B, C, or D, whichever is required to meet the minimum qualifications of their job.

- A. Acceptable Driving Record for Applicants

During the conditional offer of employment with Lake County, an applicant who is required to operate a motor vehicle while conducting County business or as a requirement of their job description will be subject to a driver's license record check.

The Office of Employee Services & Quality Improvement (Employee Services) will obtain from the Florida Department of Highway Safety and Motor Vehicles (or from another state, when applicable) the applicant's current driving record. If the driver's license record check indicates information that is unacceptable as indicated in these procedures, the conditional offer of employment will be rescinded.

If an applicant begins employment prior to the completion of the driver's license check and the report indicates information that is unacceptable as indicated in these procedures, the conditional offer of employment may be rescinded and the applicant will be terminated from employment.

If an applicant is moving from out-of-state, the applicant must possess a valid Florida driver's license within the Florida Department of Highway Safety and Motor Vehicles guidelines; normally within ten (10) days of an address change. A copy of the new valid Florida driver's license must be provided to Employee Services.

An acceptable driving record is defined as the following (the points below represent Florida Traffic Violation Points; violations from other states may be weighed differently according to that particular state and will be analyzed on a case-by-case basis):

1. Less than six (6) points in a twelve (12) month period.
2. Less than nine (9) points in an eighteen (18) month period.
3. Less than twelve (12) points in a thirty-six (36) month period.
4. No violations or convictions that indicate the valid Florida driver's license is/was denied, expired, suspended or revoked during the five (5) years prior to the conditional offer date of hire.
5. No indicators of a history as a habitual violator of traffic laws during the five (5) years prior to the conditional offer date of hire.

An un-acceptable driving record may lead to the withdrawal of the conditional offer of employment, and immediate separation of employment should the employee have started working prior to their driving record check being received and reviewed by the County.

#### B. Acceptable Driving Record for Current Employees

Those Lake County employees who are required to operate motor vehicles while conducting County business or who are required by their job description to maintain a valid Florida driver's license, must inform their direct supervisor immediately if their valid Florida driver's license is denied, expired, suspended or revoked.

All Lake County employees must inform their direct supervisor immediately if ticketed for a moving violation by a law enforcement agency while operating a motor vehicle while conducting County business.

Employee Services conducts periodic checks of employee driving records for those employees who are required to operate motor vehicles while conducting County business or as a requirement of their job description.

Corrective action up to and including termination of employment may result if an employee does not maintain a valid driver's license and their position requires them to drive on County business or requires possession of a valid Florida driver's license.

C. Acceptable Driving Record Acknowledgement

Employees shall be advised of the contents of this procedure and be required to acknowledge receipt and understanding of this procedure. This acknowledgement shall be placed in the personnel record.

Exceptions to these standards will be analyzed on a case-by-case basis and may be approved with consensus of the respective Department Director, Division Director and the Director of Employee Services.

**IV. RESERVATION OF AUTHORITY**

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.

Approved By: Cindy Hall, County Manager  
Date: 12/05/2008