The historical record maintained on each driver by the applicable state department of public safety.

Colleges and universities and the system office that are part of Minnesota State Colleges and Universities.

license, but not a rental vehicle subject to rental agency driver qualifications.

An authorized system

violation of this guideline and may be the basis for discipline under the applicable standard of conduct.

System colleges, universities and the system office shall implement procedures consistent with this guideline to determine on an annual basis that each acceptable system driver has an active, valid,

under this guideline. Such employees will not be acceptable system drivers but may ride in system vehicles for authorized purposes pursuant to system procedures.

College, university and system office human resources offices

shall implement pr

license requirements for employment positions. Where applicable, candidates shall be informed that a job offer is contingent on verification that the individual has an acceptable driving record.

Prior to hiring an individual who will be required to drive a system vehicle, the human resources office shall obtain verification consistent with this guideline that the candidate has the requisite se. If an employee is given a time frame in which to

obtain a license after hire, the human resources office, in coordination with the hiring department, shall verify that the employee has obtained the required license within that time frame; failure to obtain a required license may be grounds for discipline or termination.

The human resources office shall determine, in appropriate consultation with the system office, whether candidates who are denied employment because of their driving record are eligible for notice and an opportunity to respond pursuant to Minnesota Statutes Chapter 364.

Each authorized system

user (employee or student) who wishes to drive a system vehicle must complete a form to permit the college, university or system office to obtain a driving record from each s9.0 Tm3(e)]Tde-4(-3(ch s9.0 Tm3(

annually pursuant to written authorization.

RMD will review the driving record and determine

whether the individual has an act

that determination to the college, university or system office designee. Individual driving records will generally not be provided to the system and will be destroyed by RMD when no longer needed for verification purposes.

Information about system drivers shall be maintained as private data on individuals. Supervisors or other system officials shall use such information as needed to determine whether an individual has an acceptable driving record before permitting use of a system vehicle.

An employee shall immediately inform his/ her supervisor of the loss work. Supervisors shall obtain a release of information from the employee to obtain a copy of the driving record.

employee who has lost his/ her license may be permitted to drive for work purposes only if

consult with their human resources department and/ or system labor relations if an employee is not permitted to drive for work purposes and driving is an essential function of the position.

discipline or other appropriate action for employees. In consultation with human resources and/ or labor relations, the following general factors may be considered in determining whether there is just cause to take action:

- a. Whether the employee voluntarily notified the su
- b.
 - 1.

vehicle;

- 2. The frequency with which the employee must drive as part of his or her job;
- 3. The kind of driving done by the employee is the employee driving other employees, students, clients? Is the employee driving a vehicle that requires special care a large truck or plow, for instance?
- c. The Department of Public Safety requirements for the employee. (How long will license be lost? Is a limited license possible?)
- d.

history).

Decisions about appropriate actions in response to

the loss

human resources and labor relations, taking into account the factors listed above. The appointing authority should document the rationale for its decisions concerning an

- a No action;
- b. The employee may be counseled, have his/ her driving monitored;
- c. Employee may be required to complete a defensive driving course;
- d. The employee may be prohibited from driving other employees or students or from

driving large or complex equipment;

e. In extreme circumstances, the appointing authority may decide, in consultation with labor relations, that the employee may not drive a system vehicle because of his/ her driving record. In such cases, the appointing authority must further decide whether

action being taken. Human resources personnel must be consulted to determine whether the employee is entitled to any notice or process pursuant to Minnesota Statutes Chapter 364.

A student who loses his/ her license subsequent to having been determined to be an acceptable system driver must immediately report that information to the

. System human resources offices shall:

1. As