

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Heidi Vehko Bahr	DATE SUBMITTED: 02/02	SECTION: Human Resources	
BOARD APPROVED ON: 02/02	DATE REVISED: 07/14/08, 04/27/16, 10/1/2023	SUBJECT: Driver Record Check	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 01/18/17, 12/19/18, 12/16/20, 12/16/22, 10/1/2023		POLICY #: ED-009	PAGE #: 1 of 4

I. APPLICATION

The provisions stated herein shall apply to applicants & employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It shall be the policy of the organization to comply with all local, state, and federal mandates in determining suitable moral characters of employees and applicants by means of criminal, driver, and other record checks as deemed necessary.

III. DEFINITIONS

1. Rating Categories:
 - a. Clear: Able to drive with no restrictions
 - b. Caution: Able to drive
 - c. Probation: Occasional Driver
 - d. Do Not Drive: Unable to drive
 - e. Disqualified: Unable to hire based on record

2. Disqualifying Standards: Based on accident/violation history, an individual driver is unacceptable if his/her driving experience included one or more of the following:
 - a. Loss of privilege to operate a motor vehicle by reason of revocation, suspension, withdrawal or denial
 - b. Three or more accidents in the past three years.
 - c. Determined unacceptable by current automobile insurance company standards

IV. NOTIFICATION/PROCEDURE

NEW HIRES

WHO

DOES WHAT

Employee/Applicant

1. After conditional job offer has been made, completes a Criminal Background and Driving Record Consent form.

IV. NOTIFICATION/PROCEDURE continued...

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WHO

DOES WHAT

Human Resource Manager

2. Ensures forms are processed.
3. Determines employment eligibility based on search outcome.
4. If employee falls under either of the below categories:
 - Caution
 - Probation
 Submits an electronic or written request for an exception to the policy to the appropriate division director and executive director for approval to hire new employee without driver license.
5. If applicant deemed unsuitable, notifies applicant of status, and provides them with a copy report.
6. If exception to the policy is approved forwards Exception to the Policy form to program supervisor.

Program Supervisor

7. Obtains signature on Exception to the Policy form and returns to Human Resource Manager/Designee for appropriate filing within personnel file.

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EXISTING EMPLOYEES

WHO

DOES WHAT

Employee

1. Notifies Program Supervisor within 24 hours any change in ability to drive (i.e., suspension, medical condition, etc.). Failure to report will result in disciplinary action up to and including termination.

Human Resource Manager

2. Completes annual driving record checks on all employees.
3. Saves a copy of the record check to personal e-file.
4. If driver status has changed from previous year will notify program supervisor of current driving status. If employee falls under either of the below categories:
 - Caution
 - Probation

Submits an electronic or written request for an exception to the policy to the appropriate division director and executive director for approval to hire new employee without driver license.

If exception to the policy is approved forwards exception to the policy to the program supervisor.

Program Supervisor

5. Will have the employee sign the Exception to the Policy.
6. Scan and send signed copy to human resource manager.

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7. Notifies applicable Division Director of any change in any employees ability to drive.

Human Resource Manager

8. Updates database and saves signed copy to personal e-file.

V. EXHIBITS

- A. [..\..\Forms\Human Resource Forms\Criminal and Driving\CRIMINAL BACKGROUND AND DRIVING Record check 2.docx](#)
- B. [..\..\Forms\Human Resource Forms\Exception to the Policy Request.pdf](#)