





Name: \_\_\_\_\_

References: (Do not list relatives or previous employers listed above)

Name	Address	Telephone	Years Known

---

Have you ever been convicted of a felony? ( ) Yes ( ) No If yes, explain fully on another sheet of paper. A conviction may not bar you from employment but will be reviewed as part of your complete application for the position.

---

I hereby authorize investigation of all statements contained herein and grant any previous/current employer or listed individual permission to give and release to Kaysville City and its representatives any and all information of whatever kind they may have concerning me, whether on record or not. I also release them and/or the company from any liability for any damage whatsoever of my application for the available position and during my employment if I am selected. I hereby certify all statements made in this application and all other documents are true and complete. I understand and agree any misrepresentation herein shall be sufficient cause to deny employment or to terminate my employment at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**DRIVERS LICENSE AND DRIVING  
HISTORY INFORMATION**  
(Positions Requiring Driving a City Vehicle)

**1. Driver License**

[ ] I certify that I have a valid and appropriate Utah driver license and that the information contained below is complete and accurate. I agree to notify the Finance Director's Office immediately if my license expires or is revoked. I understand that if I drive a vehicle while in the course of performing my job without a valid and appropriate license I may be subject to disciplinary action which may include termination.

Name as Appears on License:			
State:		Endorsements:	
License Number:		Commercial (CDL):	Class A ( ) Class B ( ) Class C ( )
Expiration Date:			
Other:		Regular Operator:	Class D ( )
Birth Date:			

(A) Have you ever been denied a license, permit or operating privilege? ( ) Yes ( ) No  
If yes, attach a statement giving details

(B) Has any license, permit or privilege ever been suspended or revoked? ( ) Yes ( ) No  
If yes, attach a statement giving details

**2. Driving Experience**

Class of Equipment	Type of Equipment (Van, Truck, Flat)	Dates		Approximate Miles
		From	To	

**3. Motor Vehicle Report Requirement**

[ ] I hereby authorize Kaysville City to obtain my MVR (Utah only). An acceptable MVR based upon the City's insurance requirements and standards is a condition of employment. I understand the City motor vehicle record and Insurability standards. Kaysville City may at any time request and review my MVR. Failure to maintain an acceptable MVR may result in revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action up to and including termination of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# MOTOR VEHICLE RECORD & INSURABILITY STANDARDS

Effective: April 2008

## I. PURPOSE

The purpose of these standards is to set forth the requirements applicable to all drivers of City owned, leased, or rented vehicles. The City intends to provide a safe and healthy environment for its employees and citizens. The standards are intended to safeguard people, protect equipment, and reduce the frequency and severity of accidents involving city vehicles.

## II. SCOPE AND APPLICATION

The standards apply to all City employees to whom the City grants the privilege of operating a City owned, leased, or rented vehicle.

## III. DEFINITIONS

**MVR-** Motor Vehicle Record

**Violation-** Any motor vehicle driving violation

**City Vehicle-** Any vehicle owned, leased, or rented by the City for City business intended to be insured by the City's automobile insurance policy.

## IV. DRIVERS REQUIREMENTS

The City may grant the right to drive a City vehicle to an employee only if the driver meets all the criteria set forth in these standards. The City may revoke a driver's right to drive a City vehicle in the event that the driver does not meet the criteria outlined in these standards or fails to follow these requirements.

### A. All drivers of City vehicles must comply with the following:

- Have a valid United States driver's license for the class of City vehicle that the individual drives or seeks to drive.
- Immediately notify their supervisor or manager if their driver's license is suspended, revoked, or has any limitations or restrictions. The supervisor should notify the Finance Director in these instances.
- Meet the insurability requirements set forth by the City's insurance carrier as defined in these standards.
- Observe all applicable federal, state, and local motor vehicle laws, ordinances and regulations.
- Report all incidents in accordance with established City procedures and cooperate in any investigation of the incident and any subsequent proceedings.
- Wear a seat belt at all times and ensure that all passengers wear their seat belts as well.
- Submit a completed MVR consent form to the Finance Department authorizing the City to check the driver's MVR.

- Maintain a MVR that satisfies the standards for an acceptable MVR as set forth herein.
- B. All drivers of City Vehicles are prohibited from engaging in the following:
- Knowingly operating an unsafe vehicle.
  - Consuming or being under the influence of alcohol or any substance that may cause impairment while operating a City vehicle.

V. PROCEDURES

- A. Before the City grants the privilege to drive a City vehicle, the City must determine that the individual meets the requirements of these standards, including having an acceptable MVR.
- B. In order to determine that the driver has an acceptable MVR, the prospective driver must submit a completed MVR Consent Form to the Finance Department authorizing the City to obtain and review the driver's MVR.
- C. The City may at any time review a driver's MVR to determine if the driver has an acceptable MVR in accordance with City criteria. The City expects to review a prospective driver's MVR upon receipt of a department's request to add a new driver, and annually thereafter for any employees who drive City vehicles.
- D. Once the MVR has been obtained, it will be evaluated using the criteria outlined below:

MVR Criteria

Key Types of Violations

- Type A Includes (but not limited to) DWI/ DUI/OWI/OUI, Refusing Substance Test, Reckless Driving, Manslaughter, Hit & Run, Eluding a Police Officer, any Felony, Drag Racing, License Suspension, and Driving While License is Suspended.
- Type B Includes all at fault vehicle accidents, and speeding violations of 26 miles per hour or more over the posted speed limit.
- Type C Includes all moving violations not classified as Type A or Type B (Speeding 25 miles per hour or less, Improper Lane Change, Failure to Yield, Running Red Lights or Stoplights, etc.
- Type D Includes all non-moving violations (Illegal Parking, Vehicle Defects, etc.)

The City will use a point system to evaluate the drivers insurability based upon their violations. For any Type A violations within the preceding 60 months, 5 points will be given. For any Type B violations within the preceding 36 months, 2 points will be given. For any Type C or D violations within the preceding 36 months, 1 point will be given. Once a driver reaches 5 or more points, their MVR will be found unacceptable for the City's purposes.

- E. In the event a driver's MVR is found unacceptable, the Finance Department will contact the driver's supervisor to notify them of the revocation or suspension of driving privileges.

VII. ENFORCEMENT OF STANDARDS

Failure to meet the conditions of these standards, including maintaining an acceptable MVR, may result in revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action up to and including termination of employment.



**Pre- Employment  
Alcohol and Drug Testing Notice  
and Consent Form**

Printed Name \_\_\_\_\_  
Last First Middle

Position applied for \_\_\_\_\_

As part of the employment process, I hereby voluntarily agree to be tested for the presence in my body of controlled substances. I've been given the opportunity to review Kaysville City's Alcohol and Drug Testing policy. I understand that I must successfully pass a drug test as a condition precedent to my employment. Further, I understand that while I am employed by Kaysville City I may be subject to drug testing under certain circumstances specified in the policy.

I hereby acknowledge and agree that my employment is conditional upon successfully passing the drug test. I agree to report for a drug test at the requested location within 24 hours of notification to report for drug testing. I understand and agree that if I do not successfully complete the drug test within 24 hours of receiving the authorization that I may lose the position that has been conditionally offered to me. I further agree to authorize the release of the results of these tests to Kaysville City. I understand that I have the right to explain the results of a confirmed Positive Test before a decision is made.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date