Administrative Rule 3.09 - SUPPLEMENT A

Motor Vehicle Record Evaluation

As of the date of this evaluation, applicant:

☐ Meets good driver criteria

☐ **DOES NOT** meet good driver criteria

This form shall be applied to any employment position that is being filled in which driving is an essential job function[1] and to all other designees[2] (as defined by Administrative Rules 3.09 and 4.13) authorized by any bureau to drive on City business or operate a City-owned or leased vehicle.

Bureau: _____ **Bureau contact:** _____ **Ext:** _____

Applicant's name: _____

Driver's license number: _____ **Date of motor vehicle record:** _____

The applicant must hold a valid drivers license: **Yes** (Pass) ☐ **No** (Disqualified) ☐ (dated within 30 days of evaluation)

Category	Type of offense		Allowance (as applied from date of conviction to date of evaluation)	Description	Date of conviction[4]	Points (circle all that apply)
I.	Any traffic crime[3] the applicant was convicted of within the last 36 months:		None allowed	1.		☐ Disqualified
	All traffic crimes the applicant was convicted of within the last 60 months:		1 within the past 60 months	1.		2
			2 or more within past 60 months are not allowed	2.		☐ Disqualified
II.	All Class A, B or C traffic violations[5] that the applicant has been convicted of as a driver, owner, or operator of a vehicle, and conviction of any traffic violations listed under OAR 735-064-0220[6]:		1 within the past 12 months	1.		1
			2 or more within the past 12 months are not allowed	2.		☐ Disqualified
			2 within the past 36 months	1.		1
				2.		1
			3 or more within the past 36 months are not allowed	3.		☐ Disqualified
III.	Any Class D traffic violations[7] that the applicant has been convicted of that are not listed under OAR 735-064-0220, and conviction of any traffic violation listed under OAR 735-072-0035[8].		2 within the past 12 months	1.		1
				2.		1
			3 or more within the past 12 months are not allowed	3.		☐ Disqualified
			3 within the last 36 months	1.		1
				2.		1
				3.		1
			4 or more within the past 36 months are not allowed	4.		☐ Disqualified
IV.	Diversion Agreement[9]:	Completed	No more than 1 within the past 120 months			2
		Not Completed	None allowed			☐ Disqualified
TOTAL POINTS OF ALL CATEGORIES: (may not exceed 3 points or the applicant does not meet good driver criteria)						

Evaluation completed by: _____ **Date of evaluation:** _____

Definitions and examples:

1. **"Essential job function"** means that driving is required to do the job as indicated on the job description.
2. **"Other designee"** means any person authorized by a bureau to drive a City vehicle. Examples include, but may not be limited to, vendors and contractors working on behalf of the City, participants in official City business and programs, officers and agents representing the City, representatives of other governmental agencies working within the City, and volunteers who enter into the service of the City by their own free will and without pay, *Administrative Rule 4.13, Vehicle Loss Control Program*.
3. **"Traffic crime"** means a conviction of any traffic offense that is punishable by a jail sentence, *ORS 801.545.* Examples include, but are not limited to: criminal driving while suspended; reckless driving; driving under the influence of intoxicants; and, failure to perform duties of a driver to injured persons in the event of a collision.
4. **"Conviction"** means finding or determination of guilt based on a plea of guilt or equivalent (such as a no contest plea) or a verdict of guilt.
5. **"Class A, B or C Traffic Violations"** means conviction of a traffic offense that is designated as a traffic violation in the statute defining the offense, or any other offense defined in the Oregon Vehicle Code (or its equivalent in any other state) that is punishable by a fine but that is not punishable by a term of imprisonment, *ORS 801.557.* Examples include, but are not limited to: violation of the basic rule; failure to obey a traffic control device; illegal U-turn; driving while uninsured; and driving a vehicle without driving privileges.
6. **"OAR 735-064-0220"** refers to Type A Traffic Offenses which fall under the Oregon Department of Motor Vehicles Adult Driver Improvement Program.
7. **"Class D Traffic Violation"** means conviction of a traffic offense that is designated as a traffic violation in the statute defining the offense, or any other offense defined in the Oregon Vehicle Code (or its equivalent in any other state) that is punishable by a fine but that is not punishable by a term of imprisonment, *ORS 801.557.* Examples include, but are not limited to, unlawful use of a disabled parking permit or parking space; failure to notify of name and/or address change; and, no or defective equipment (examples: brakes, rearview mirror or windshield wipers).
8. **"OAR 735-072-0035"** refers to Type B Traffic Offenses which fall under the Oregon Department of Motor Vehicle's Adult Driver Improvement Program.
9. **"Diversion agreement"** means a conviction of Driving While Under the Influence of Intoxicants (DUII) until completion of a court-approved program as set forth in ORS 813.250. Please contact Risk Management at 823-5101 for further information.