

PBOT

PORTLAND BUREAU OF TRANSPORTATION

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Dan Saltzman Commissioner **Leah Treat** Director

*Effective 7/21/2017 for NEMT, Pedicab and Quadricycle companies
Currently in effect for all other industries*

DRIVER CRIMINAL BACKGROUND AND DRIVING RECORD CHECKS

Companies are required to “certify” their new and renewing drivers to the City of Portland Regulatory Program prior to a driver being issued a new permit or being allowed to operate for a new company with an existing permit.

On the Driver Certification Form, companies must indicate to the City if they ordered and reviewed the required documents and they affirm the driver can be issued a permit, or if the City of Portland will be ordering and reviewing the required documents and making the permitting decisions on their behalf.

The revised City Code States the following reports must be reviewed:

A local and national criminal background check and driving history review of all drivers shall be conducted annually on behalf of the affiliated Company by a third party accredited by the National Association of Professional Background Screeners that shall include:

1. Multi-state/multi-jurisdiction criminal records locator or other similar commercial nationwide database with validation (primary source search);
2. All motor vehicle records associated with the applicant driver available pursuant to records laws of each state; and
3. The National Sex Offender Public Registry.

Companies who choose to order and review their own criminal backgrounds, sex offender registry search and driving records will need to order reports from a background screener accredited with the National Association of Professional Background Screeners (www.napbs.com). The results of these reports must be



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compared to the list of disqualifying factors found in City Code Chapter 16.40. If a driver can be permitted, the company owner or representative must indicate that they affirm the driver qualifies for a permit on the Driver Certification Form, which is submitted to the Regulatory Program via email, fax, mail or hand delivery. The name of the accredited background screener and the date the reports were approved must be on this form. Companies reviewing and approving these reports are subject to compliance audits and civil penalties.

The City can order, review and approve the criminal backgrounds, sex offender registry searches and driving records on the company's behalf. If you would like the City to provide this service, you will need to indicate that on the Driver Certification Form and submit it to the Regulatory Program. The City will send the driver an emailed link that can be used to authorize the background check. Once the report is ordered, the company will be billed a flat fee of \$75 per driver at the beginning of the following month. This fee is capped at \$75, regardless of how much the reports and the "pass-through fees" total. The City will review the reports and make a decision on whether the driver can be permitted or not. In these cases, companies are not subjected to audits or penalties because the City is taking responsibility for the decision making.

This new driver certification process will be much faster than the current process and will help you get drivers on the road quicker.

Passing the computer test is no longer required prior to issuing a permit. The driver will have up to 30 days once the Driver Certification is approved by the City to pass the test with a score of 80% or better. Both the company and the driver will be notified via email of their certification date along with deadlines for purchasing a permit and passing the test.



HOW TO FIND A LIST OF ACCREDITED BACKGROUND SCREENERS

1. Go to www.NAPBS.com
2. Look at the bottom of the page for a scrolling list of ACCREDITED FIRMS. Please note that being affiliated with the NAPBS is not the same as being accredited by the NAPBS. Please check their website to confirm if your background provider is actually accredited.
3. If you have questions about backgrounds, please contact the Regulatory Program for help at 503-82-DRIVE