

Drivers License Status

Any employee driving for City business or operating a City-owned vehicle is required to have a valid drivers license. Some City jobs also require that an employee hold a commercial driver's license. This report provides supervisors and managers a tool to monitor the status of their employee's drivers license information, specifically current or upcoming license expirations.

When employee licenses have or are about to expire, the employee must provide proof of a valid drivers license to the appropriate City resource (e.g., HRIS Representative or Department Liaison responsible for gathering this data). The HRIS Rep or Department Liaison can update the employee's drivers license expiration date and any other necessary details.

Potential Uses

Potential uses for this report include but are not limited to:

- Verify that all employees required to hold a valid drivers license for their employment with the City have a valid license recorded in HRIS
- Review all employee drivers license detail on file in HRIS to ensure employees driving for City business have proof of a valid drivers license.

About the Information

This report will list all employees within your department providing the drivers license details are recorded in HRIS. Optionally, the supervisor or manager can choose to list only those employees that require a valid drivers license (including commercial drivers license types) for their job with the City.

Notice: The information contained in this report contains non-public data. Please refer to the Data Privacy Notice for a complete understanding of your responsibilities in managing, disseminating and storing this information.