

1000.1 Motor Vehicle Driver License

Many positions at Facilities Management require a valid Colorado driver license and, in some cases, a commercial driver license (CDL). Licensing required as a condition of employment is the employee's responsibility to obtain and maintain.

New (Probationary) Employees

New employees are expected to provide proof of a valid driver's license and/or CDL by the first day of work, if required as a condition of employment. Failure to do so may result in disciplinary action up to and including termination.

Change in Validity of License

An employee must report any change in the validity of his or her driver's license to the immediate supervisor on the next workday or next shift following the change. Changes in the validity of the operator's license include suspension, expiration, revocation, or any other significant change.

An employee who fails to report a change in the status of his or her license may be subject to disciplinary action, up to and including termination. Employees whose licenses have been suspended, revoked, expired, etc. are prohibited from driving university-owned vehicles or motorized equipment.

An employee may be temporarily assigned to other job duties not requiring a license, if appropriate as determined by the department, or may request annual leave or leave without pay until such time as the employee produces a valid license or the department verifies the validity of the license. If an employee is temporarily assigned to different duties, the employee must provide a valid driver's license within 90 days of the date of loss. Failure to do so will result in disciplinary action up to and including termination.

Restricted Licenses

Occasionally, an employee will have certain restrictions imposed upon his or her driver's license (e.g. operating within specific hours, etc.). Employees must report any restrictions to the immediate supervisor. The supervisor, in conjunction with appropriate University resources, will assess whether the restrictions allow the employee to perform the required job duties. If the restrictions are inconsistent with the requirements for the job, the employee may be subject to disciplinary action, up to and including termination of employment.

Operation of University Vehicles Without Proper License

An employee who knowingly operates vehicles or motorized equipment on university property under an inadequate, revoked, suspended, or otherwise improper license will be subject to immediate disciplinary action up to and including termination.

Change in Job Assignments

An employee's job responsibilities may change as a result of promotion, transfer, reorganization, change in job assignment, or other similar employment action to require possession of a license. If such an employee cannot provide proof of a valid license at the time of job duty change, the employee will have 30-days from the effective date of reassignment to provide proof of such.

During the 30-day period, the employee may be placed on temporary job assignment, special assignment or assigned to perform other non-driving duties.

Physical Inability

An employee whose job responsibilities require operation of vehicles or motorized equipment may become physically unable to maintain a valid license or to operate a vehicle after the date of hire. The employee is required to provide medical documentation demonstrating that he or she is unable to operate vehicles or motorized equipment. Appropriate university personnel will individually assess these situations and the employee may be subject to permanent reassignment or termination based on physical inability to perform, consistent with state and federal law.