

**WALLACE COUNTY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

16.0

DRIVERS LICENSE POLICY

All employees who drive county owned vehicles or drive vehicles for county business shall have and maintain a valid Kansas driver's license. All road and bridge employees, whose classification requires driving a truck, even on an irregular basis, must have and maintain a valid Kansas Commercial Driver's License (CDL). Employees shall present their driver's license when requested to do so by their supervisor. Any restriction, suspension or modification of an employee's driving privileges must be reported to his or her supervisor immediately.

Driver's license checks will be done twice a year for all county employees who drive a county vehicle.