

# Operating Procedure

Title: **MOTOR VEHICLE RECORD MONITORING**  
Effective Date: May 1, 2001  
Revised: June 1, 2005

Number: **21-024**  
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## A. POLICY

1. Some MTA Metro-North employees ("driving employees") are required to have valid driver licenses to fulfill the requirements of their job duties.
  - a. Class I drivers (New York state Class A and B or equivalent license holders) drive Company vehicles (1) carrying hazardous materials, (2) carrying 15 or more passengers, or (3) weighing more than 26,000 pounds. They must hold federal commercial driver licenses.
  - b. Class II drivers (New York state Class C or equivalent license holders) drive company vehicles weighing 18,001 pounds or more, but less than 26,000. They must hold regular state-issued commercial driver licenses.
  - c. Class III drivers (New York state Class D or equivalent license holders) routinely drive Company vehicles weighing 18,000 pounds or less, including employees who have been assigned Company take-home vehicles, employees who routinely drive non-take-home Company vehicles, and employees who routinely drive their own vehicles to perform their job duties. This includes employees who regularly rotate driving duties with other employees in work gang transportation. Such employees typically drive a motor vehicle on company business three or more times per month. These employees must hold valid state-issued driver licenses.
  - d. Class IV incidental driving employees (New York state Class D or equivalent license holders) drive non-commercial vehicles. Driving is not a regular part of their normal job duties. Such employees may drive a company pool vehicle or their own vehicles for business purposes, but typically drive fewer than three times per month. Such employees must hold valid state-issued driver licenses.
2. Driving employees must comply with all applicable federal and state laws and regulations, as well as with MNR's requirements. These include, but are not limited to:
  - a. Presenting a valid license and conviction record when requested, usually when first given the job, and prior to using Company vehicles.
  - b. Notifying their most immediate supervisor promptly of license suspension or revocation.
  - c. Completing the railroad's defensive driver training course successfully once every three years.
  - d. Undergoing a medical examination conducted by the Occupational Health Services Department (OHS), when required to meet federal commercial driver license physical and medical qualifications.
  - e. Maintaining automobile liability insurance coverage for their personal vehicles for at least the minimum amount required by the state in which they are registered.
3. Driving employees who fail to declare to their supervisors and to HRIS that their licenses have been suspended or revoked may be subject to disciplinary action up to and including dismissal.
4. Federal and state rules require the Company to maintain Driver Qualification files for driving employees and to periodically review requalifying documentation. This documentation includes a valid license, acceptable conviction record and, when required, medical certification of physical qualifications.



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## B. STEPS

1. Identify MTA Metro-North jobs requiring employees to hold a valid driver license.
  - a. Supervisors identify all positions that must be held by driving employees and provide this information to the Human Resources Department's Employment and HRIS Units.
  - b. Departmental assignment clerks must ensure that all job descriptions reflect the driving requirement, where appropriate, stating "Valid Class A, B, C or D Driver License Required."
  - c. For each position that requires driving, job bulletins must state that the position is to be awarded pending confirmation of a valid driver license and, if necessary, a medical examination.
2. Employment Unit staff performs the following review for all "new hires" and "changes of craft" into positions requiring driving.
  - a. Review the Authorization to Recruit or to Hire requisition to see if the position requires driving and of which class.
  - b. Require the candidate to complete a "Supplemental Application for Employment or Transfer" form.
  - c. Review and consider the Background Investigation report for the applicant's driving record prior to making an employment decision.
  - d. Notify OHS to perform the appropriate medical examination, if necessary.
3. HRIS staff establishes and updates a Driver Qualification File for each driving employee in Class I, II and III.
  - a. When an employee moves into a driving position from a position without such a requirement, HRIS staff confirms the validity of the employee's license by running a check of that license with the appropriate state Department of Motor Vehicles.
  - b. HRIS staff sends to each driving employee MVR Form A: Certification of License in one state, MVR Form B: Annual Certification of Violations, and MVR Form C: Notification of Revocation, Suspension or Violations, which are to be completed and returned with a copy of their license.
  - c. In the case of New York, HRIS enters the license information into the state license database, to allow automatic notification by the state if a driver license has been suspended or revoked; in other states, HRIS sends the license information periodically to departments of motor vehicles for confirmation of validity.
  - d. If a driver license has been suspended or revoked, HRIS notifies the employee's department liaison of the suspension or revocation, and the employee's supervisor ensures that the employee is not assigned to drive any company vehicle until the employee presents evidence that the license has been restored or reissued.
4. The Training Department maintains records of all defensive driver training taken by driving employees and notifies their departments when they are due for retraining.
5. HRIS staff will maintain records for driving employees and annually update each Driver Qualification File. HRIS staff will notify a department when one of their employees requires a medical exam to be qualified as a Federal commercial driver.
6. Supervisors and HRIS staff will advise each other if either learns that an employee's license has been suspended or revoked.

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7. Driving employees in Class IV must present valid state-issued driver licenses when they pick up pool vehicles. They must submit a completed copy of MVR Form D Motor Vehicle Driver Certification to their supervisors along with their request for written approval of business travel. This form includes a certification that driving employees possess a valid driver license and any state-mandated automobile liability insurance coverage.
8. All forms mentioned in this procedure are available from the HRIS office.

## **C. ADMINISTRATION**

1. The Director, Human Resources is responsible for the Employment and HRIS units' maintenance of driving records.
2. Occupational Health Services is responsible for conducting periodic examinations of employees with federal commercial driver licenses to confirm they are physically and medically qualified to drive.
3. Supervisors are responsible for identifying all positions that require employees to have a valid driver license and for informing HRIS of negative information of which they may become aware concerning licenses.
4. Operating departments are responsible for advising Employment what type of driver license is required for positions that require employees to have a valid driver license.
5. The Manager, Automotive Department is responsible for releasing company vehicles only to drivers who complete receipting forms.
6. The Chief Training Officer is responsible for providing defensive driver training to all eligible employees.
7. The Vice President, Human Resources & Diversity is responsible for the interpretation of this procedure.

This procedure is subject to cancellation or modification at any time at the sole discretion of MTA Metro-North Railroad. This procedure is not a contract, express or implied, guaranteeing employment or any terms of employment for any duration.

**Approved:** Signed by S. Joshua, Director, Human Resources, May 11, 2005

Signed by D. Glenn, Chief Training Officer, May 16, 2005

Signed by G. Bradley, Vice President, Human Resources & Diversity, on May 17, 2005

Signed by P. Cannito, President, May 19, 2005