

**CITY OF NORTH BONNEVILLE**  
**RESOLUTION NO. 559**  
**A RESOLUTION OF THE CITY OF NORTH BONNEVILLE**  
**REVISING THE PERSONNEL POLICY**

WHEREAS, the City has in place a personnel policy that is in need of an update based on a review of driving standards for its employees; and

WHEREAS, the City Council finds the adoption of this resolution to be in the best interest of all city employees.

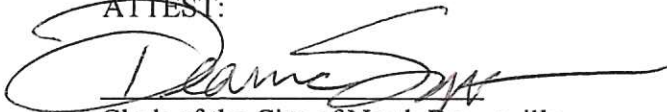
NOW, THEREFORE, be it resolved that the City Council of the City of North Bonneville, Washington, hereby adopts the following policies as set forth in Exhibit A, attached hereto and incorporated by reference, for the benefit of employees and managers.

APPROVED AND PASSED by the City Council of the City of North Bonneville, Washington at its regular meeting this 11th day of October, 2022.


A handwritten signature in blue ink, appearing to read "Brian Sabo", written over a horizontal line.

Brian Sabo, Mayor of the City of North Bonneville

ATTEST:

A handwritten signature in black ink, appearing to read "Deanne Smith", written over a horizontal line.  
Clerk of the City of North Bonneville

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "K. Bull", written over a horizontal line.  
Attorney for the City of North Bonneville

# City of North Bonneville

## Abstract Driving Record Review Process and Screening Criteria

### Purpose

The purpose of this procedure is to establish a review process and screening criteria for the review of driving record reports, or abstract driving records (ADR), collected during the background screening process, or upon transferring a current employee into a position where they will begin operating motor vehicles on behalf of the City for the first time. Using this driver evaluation point system will help determine if an employee is eligible to drive on behalf of the City when driving is a requirement of the position.

### A. Requirements

Drivers of city-owned vehicles must be at least 18 years of age and possess a valid unrestricted driver's license or commercial driver's license, if applicable. Authorized drivers will only be allowed to operate a motor vehicle if their driving record demonstrates they are likely to be a safe driver.

Those possessing invalid or suspended licenses are not eligible to operate a vehicle under any circumstances. Additionally, commercial driver license (CDL) holders are ineligible to drive in a CDL capacity for the City if their Medical Certification status is in a "certificate downgraded" status.

The employee/candidate shall provide the City with a five-year driving record during the background process. In Washington state, the "full" or "employment" type of abstract driving record from the Department of Licensing is sufficient.

If the employee/candidate has been licensed in a state outside of Washington in the past five years, the employee/candidate will also provide the driving records from the additional state(s).

### B. Driving Record Review Statuses

The City reserves the right to verify the status of an employee's driver's license with the Department of Licensing at any time throughout the employee's term of employment. Further, employees approved to drive for city business must immediately inform their supervisor of any changes that may affect their legal or physical ability to drive, or their continued insurability. Failure to promptly report such changes may result in disciplinary action up to and including termination.

Driving records will be reviewed and assigned one of the following driver ratings using the driver evaluation matrix in section C.

Total Points	Driver Rating
0 - 2	<b>Acceptable.</b> Driving record with none or less than three points.
3	<b>Questionable.</b> Driving record has three points. Management should give careful consideration prior to placing or maintaining this individual in a driving position and may want to provide additional training or other requirements. See section E for considerations.
4 or More	<b>Unacceptable.</b> Driving record has more than three points, or a Major Violation. Management should give serious consideration to not placing or maintaining this individual in a driving position. See section E for considerations.

### C. Driver Evaluation Matrix

Moving Violations*	# of Accidents (at-fault)*			
	0	1	2	3+
0	CLEAR	A	A	Q
1	A	A	Q	U
2	A	Q	U	U
3+	Q	U	U	U
Major	U	U	U	U

A = Acceptable    Q = Questionable    U = Unacceptable

\* If multiple citations are issued on the same day, they will be counted as a single violation.

#### 1. Major violations include:

- DUI/Driving under the influence of drugs or alcohol within past five years
- Negligent homicide in the use of a motor vehicle
- Using a motor vehicle for the commission of a felony
- Operating a vehicle without a valid, unsuspended license
- Aggravated assault with a motor vehicle
- Grand theft of a motor vehicle
- Reckless driving or speed contest/racing
- Hit and run (bodily injury and/or property damage)



2. Moving Violations, for the purposes of this procedure, are violations other than Major Violations. These consist of speeding and other moving traffic infractions. See [WAC 308-104-160](#) for a full listing of moving violations (Note: this list also includes those identified by this procedure as Major Violations). Traffic photo enforcement and parking tickets do not appear on driving records as Moving Violations.

#### **D. Considerations**

1. Persons with a questionable driving record rating may be able to receive training and be coached to become a better driver. Consider the applicability of the individual's past violations to the job the candidate or employee will perform, the frequency of driving, and the types of vehicles the employee will be driving.
2. Review the details of the violations listed on the driving record with the candidate/employee to determine if any extenuating circumstances exist regarding the violation(s).
3. Under Washington State law, **employers are not allowed to consider violations that occurred more than ten years ago**, unless the position involves law enforcement, school districts, or the direct responsibility for children, mentally ill, developmentally delayed, or vulnerable adults.

#### **E. Driving Record Definitions and Understandings**

1. Accidents listed on the driving record are coded with a two-digit number (e.g., 01-CAR, 02- CAR) which indicates the number of vehicles that were involved in the particular accident. This number is NOT an indication of whether the driver was at fault or not.
2. Most convictions and violations are kept on a driving record for five years from the date of conviction or adjudication. Departmental actions, such as, suspensions, revocations, or disqualifications are kept on a driving record for ten years from final release date. Certain violations appear on a driving record in perpetuity, such as alcohol-related convictions, vehicular assault, and vehicular homicide convictions and deferred prosecutions.

This policy may be modified, rescinded, or replaced at any time by the Mayor or his/her designee.

**CITY OF NORTH BONNEVILLE  
RESOLUTION NO. 558**

**A RESOLUTION OF THE CITY OF NORTH BONNEVILLE, WASHINGTON, ADOPTING A PURCHASING AND PROCUREMENT POLICY**

**WHEREAS**, the City of North Bonneville has authority to procure services, purchases, public works and other and necessary things for the safety and security of the public and necessary for the proper operation of City government;

**WHEREAS**, the City has never adopted a formal procurement policy for staff to apply under certain typical procurement conditions as permitted by statute for Code cities of its size;


**WHEREAS**, the City Council wishes to formally adopt a Procurement Policy in the form attached hereto.

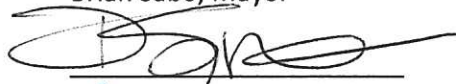
**NOW THEREFORE BE IT RESOLVED BY THE CITY OF NORTH BONNEVILLE CITY COUNCIL, OF THE CITY OF NORTH BONNEVILLE**, that the City Council of the City of North Bonneville hereby adopts the Procurement Policy in the form attached hereto as Exhibit A, and by this reference incorporated herein as though fully set forth.

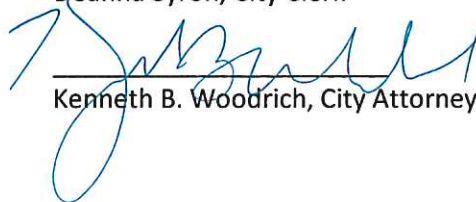
**PASSED IN REGULAR SESSION this 22<sup>nd</sup> day of March, 2022**

Attest:

Approved as to Form:

  
\_\_\_\_\_  
Brian Sabo, Mayor

  
\_\_\_\_\_  
Deanna Syron, City Clerk

  
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Kenneth B. Woodrich, City Attorney

