

Policies regarding non-CDL driver abstracts

Information compiled December 1, 2005

The Question: Do you request driver abstracts for non-CDL employees on regular and consistent basis? Do you have a written policy on non-CDL employee driver abstracts? Do you require the non-CDL employee to supply the abstract or do you request them yourself? If you request driver abstracts what service do you use?

Ben Franklin Transit says... Ben Franklin Transit does not currently check driving abstracts for non-commercial employees. We do run initial MVR checks on our Van Pool drivers (non-employees) at the time of driver workshops and then again once a year on the birthday of each Van Pool Driver. [Click here to view policy.](#)

Clallam Transit says... We do not request driver abstracts for non-CDL employees.

C-Tran says... We obtain driving abstracts on all employees, including non-CDL, at time of hire and every two years. We pay for all associated costs and obtain the abstracts through First Advantage (formerly American Driving Records). We have a general policy re: Driver's License Requirements (attached).

CUBS says... We do request driver abstracts for all employees that will be driving city vehicles at the time of hire – the employees provide them and can obtain them from the department of motor vehicles – we do not have a policy – sorry.

Everett Transit says... We do not obtain drivers license abstracts for non-CDL employees.

Grant Transit says... Yes, we request driver abstracts for all our employees on an annual basis. We request and pay for the annual abstract. We use the Washington State Department of Licensing.

Grays Harbor Transit says... No we do not require abstracts for non-CDL employees, because if you don't have one you are not allowed to operate any of our vehicles.

Intercity Transit says... Currently we do not check driving abstracts on any employee's except new hire CDL holders. However, we are in the planning stages of implementing a policy

regarding this issue re: check driving abstracts on all employees on a regular basis. No policy developed yet.

Island Transit says... We require vanpool drivers to sign a release for us to request DMV checks. Washington State is through ADR, California is through Inquest and the other out of state are through WSTIP.

Jefferson Transit says... We do not review non-CDL employee driving records. My position on this issue leans towards privacy of the employee. The only reason I can see such a review as having basis would be to determine if any major issues have occurred such as a DUI. As for CDL holders this is an area that we will be focusing some attention and becoming current in time. We will do the abstract ourselves versus having the employee supply that data.

Kitsap Transit says... 1. We do pull driver abstracts for non-CDL employees, if our job announcement requires that they have and maintain a good driving record.

2. We do have a policy in regards to our selection process and what may be included in the process, but it does not specify non-CDL applicants, but addresses all applicants. (See below.)

A. Selection Process

1. Each step in the selection process will be designed to test the knowledge and skills that are required to perform the work in a specific position. Applicants will be treated in a uniform manner and without regard to political affiliation, race, color, national origin, sex, age, marital status, disability, or religious creed.
2. The selection process may include, but is not limited to, one or more of the following:
 - Evaluation of application and supplemental questionnaire;
 - Written test;
 - Performance test;
 - Verification of driver's license, driving record, work history or academic record, as may be required to fulfill the duties of the position;
 - Interviews with panels and hiring authority;
 - Medical examination to determine ability to perform the duties;
 - Criminal History Checks (Added 1/96)
 - Drug Screen (safety sensitive employees only)
3. Kitsap Transit runs driving abstracts via a company in California. We look at citations received within the last three years for non-CDL applicants.
4. The company we use for our driving records abstracts is American Driving Record (ADR).

Mason Transit says... We do not request non-CDL abstracts. If an abstract is required we require the abstract be provided with the application.

Pacific Transit says... We don't worry about abstracts on non CDL employees.

Pullman Transit says... We only ask for driver abstracts when we interview new drivers. We are very small and don't have a problem with drivers trying to avoid telling us about tickets.

Skagit Transit says... No, only for CDL employees and vanpool drivers. No. Neither

Valley Transit says... No, we do not request driver abstracts on non-CDL holders. We do not have a policy concerning this. We do request them during the recruitment process for our operators. They are not considered unless they have a clean record.

Whatcom Transit says... Our policy says we will check abstracts every year. The pertinent language is, "2. CMV operators whose private vehicle driver's license is suspended, revoked, or cancelled by a state, who lose the privilege to drive a CMV in any state for any period, or who are disqualified from driving a CMV for any period, shall notify their supervisor of that fact before the end of the business day following the day the driver received notice. The supervisor shall then notify the Division Director and Director of Human Resources immediately. The WTA shall complete an annual review of all WTA employees driving records as obtained from the Washington State Department of Licensing, by August 31st of each year, to ensure compliance with the above requirements."

In practice, we purchase abstracts from the Department of Licensing every year for people with CDLs and every other year for the non-drivers. But, we collect the forms authorizing us to get the abstracts from everyone each year. The abstracts are \$5 each from DOL.

Yakima Transit says... We, the city, on occasion will require driver abstracts. It has been brought up on requiring for CDL holders, but not yet a policy requirement. This is still a concern for some departments, but all.

WSTIP says ... We have never recommended getting abstracts for non-CDL employees mostly because we have little loss history to support such a request. We have, of course, recommended checking on the CDL employees. However, it makes sense to check any employee assigned an agency vehicle. Next you may want to check any eligible to drive an agency vehicle, but not specifically assigned a vehicle.

I reviewed the new recommended practices for transit bus operator training (APTA – in draft form) and the Toolbox for Promoting the Bus Safety and Security Program (CUTR) and neither mentioned getting abstracts for non-CDL employees.