



State of New Jersey
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DEPARTMENT DIRECTIVE
NO. 240

1 August 2024

DRIVER'S LICENSE MONITORING PROGRAM

1. **PURPOSE:** To ensure that the Department of Military and Veterans Affairs (DMAVA) employees who operate State vehicles, or certain State motorized equipment, possess a valid driver's license or commercial driver's license.

2. **REFERENCES:**

a. Treasury Circular Letter 17-05ADM, State Vehicular Assignment and Use Policy, dated October 3, 2016.

b. Treasury Circular Letter 10-07ADM, State Vehicle Parking and Violation Control Policy, dated July 23, 2009.

c. DMAVA State General Order No. 3, Appointment as the Department Vehicle Coordinator, dated 24 October 2018.

3. **APPLICABILITY:** This policy applies to all DMAVA employees.

4. **POLICY:** The Department Vehicle Coordinator is primarily responsible for the coordination, operation, management, procurement and maintenance of DMAVA's State vehicle fleet. The Department has the authority to ensure that any employee whose job responsibilities require driving, or any employee who operates a State vehicle or certain motorized equipment, possess a valid driver's license or commercial driver's license.

5. The Department may prohibit an employee from operating State vehicles, or certain motorized equipment on the job if:

- a. Any question exists about the validity of their driver's license;
- b. Frequent or flagrant violation of traffic laws as shown on the driver's abstract;
- c. Operation of vehicles that cause an accident;

- d. Operation of vehicles that cause an accident;
- e. Misuse of the State vehicle which includes, but not limited to, unauthorized personal use;
- f. Operating vehicles under the influence of alcohol, marijuana, or narcotics as defined by State statutes;
- g. Failure to pay parking violations issued against State-owned vehicles;
- h. Transporting unauthorized passengers; or
- i. Smoking of any kind in the State vehicle (cigars, cigarettes, vaping products).

6. DRIVER'S HISTORY MONITORING PROGRAM.

a. DMAVA employees are prohibited from driving a State vehicle if their driver's license is suspended, revoked or expired.

b. The Department will conduct regular monitoring of DMAVA employee's driver's licenses. The employee will be required to complete the Drivers History Monitoring Program Authorization Form.

c. The driver's abstract will be evaluated by the Department Vehicle Car Coordinator, and if warranted, the employee may be subject to appropriate corrective or disciplinary action for frequent violation of traffic laws.

d. New Employees.

1) Each newly hired employee who is required to possess a valid driver's license must produce a valid driver's license prior to, or on the first day of, employment.

2) The Department may withdraw an offer of employment to a newly hired employee if the employee fails to provide proof of a valid license by the first day of employment.

e. **Change in Job Assignments.** A DMAVA employee whose job responsibilities may change as a result of promotion, transfer, reorganization, or other similar action and who is required to possess a valid driver's license, must provide proof of a valid driver's license at the time of the change, or will be afforded a 30-day period to produce proof of a valid driver's license. Failure to do so, will result in disciplinary action, including up to removal.

f. Change in Validity of License.

1) All DMAVA employees whose job responsibilities require driving, or any employee who operates a State vehicle or certain motorized equipment, must report any change in the validity of their driver's license to their immediate supervisor on the next work day or next shift after the employee becomes aware of the change.

2) Changes in the validity of a driver's license include:

- a) Suspension;
- b) Revocation;

- c) Expiration, without renewal;
- d) Any motor vehicle citations received while performing their job duties in a State vehicle;
- e) Any citations that may occur during non-work hours that may result in a change to their driving status; or
- f) Any change in the driver's license in the issuing State of the license.

3) The supervisor must report any changes in the validity of a DMAVA employee's driver's license to the Employee Relations Office as soon as the supervisor is advised of the change. Failure to comply with this reporting requirement may result in corrective or disciplinary action.

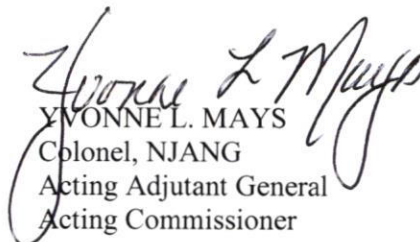
4) The Employee Relations Office will determine the appropriate course of action in response to any change in the validity of an employee's driver's license. This may include:

- a) Placing the employee on suspension without pay, subject to a disciplinary hearing; or
- b) Other appropriate action as determined by the Employee Relations Office.
- c) DMAVA is under no obligation to modify an employees' employment requirements or to reassign the employee based on the change in the validity of their driver's license.
- d) Any employee whose job responsibilities require the operation of a State vehicle, or certain motorized equipment, or a valid driver's license is required and may become disabled or otherwise unable to maintain a valid driver's license must be referred to the Human Resources Division immediately and the American Disabilities Act Coordinator will determine whether reasonable accommodation can be provided.

7. **DISCIPLINARY ACTION.** Any employee who operates State vehicles, or certain State motorized equipment, under an expired, suspended, or revoked license, or who fails to report a change in the validity of their license may be subject to disciplinary action which may include;

- a. Suspension without pay;
- b. Removal; or
- c. Other appropriate action as determined by the Employee Relations Office.

8. The proponent of this directive is the DMAVA Employees Relations Office. Users are invited to submit comments and suggested improvements directly to: NJ Department of Military and Veterans Affairs, ATTN: ERO, P.O. Box 340, Trenton, NJ 08625-0340.


YVONNE L. MAYS
Colonel, NJANG
Acting Adjutant General
Acting Commissioner

DISTRIBUTION: A, B, C, D, E, F

**Department of Military and Veterans Affairs
Driver History Monitoring Program
Authorization Form**

This certifies that I have received the New Jersey State of New Jersey Vehicular Assignment and Use Policy Circular 17-05ADM, which requires that I possess a valid driver's license to operate a State vehicle or certain motorized equipment.

I understand that, I must immediately notify my supervisor of any motor vehicle citations received while performing my job duties in a State vehicle; any citations that may occur during non-work hours that may result in a change to my driving status; and/or any change in my license status such as suspension, revocation, expiration, or a change in the issuing State of my license.

I further understand that if I have any questions regarding any provisions of the Policy, it is my responsibility to seek clarification from my supervisor.

I understand that if my driver's license is issued by a State other than New Jersey, I am required to provide a motor vehicle abstract or similar certifying document from the State issuing my driver's license and I am responsible for any cost that may be associated with obtaining the motor vehicle abstract.

In accordance with the Driver History Monitoring Program, I am providing the following information so that the validity of my driver's license may be verified.

DIVISION/OFFICE: _____

ISSUING STATE OF LICENSE: _____

DRIVER'S LICENSE NUMBER: _____

PRINT NAME: _____

SIGNATURE: _____

DATE: _____