

County of Cumberland Board of Commissioners	Policy Number: 4.17	Pages: 1 of 4
Chapter: General Procedures		Effective Date: August 2026, Supersedes January 13, 2005
Subject: Motor Vehicle Drivers		

I. POLICY:

Cumberland County Government shall require that employees whose primary functions include driving a County owned vehicle or personal vehicle for County business be safe drivers.

II. DEFINITIONS:

- A. An occasional driver is an employee who operates a motor vehicle on County business less than 5% of work time.
- B. A regular driver is an employee who is required to operate a motor vehicle and would not be classified as an occasional driver.
- C. Application - These policies and procedures apply to anyone whose Civil Service job description requires a driver's license or whose job function requires the use of a County vehicle, personal vehicle, truck or a piece of heavy equipment and other equipment that in and of itself under its own power can be operated over the roadway.

III. PROCEDURE:

A. Pre-Hire Standards

- 1. Applicant must possess a valid New Jersey State Driver's License.
- 2. Prior driving experience will be considered including both the number of years driving as well as amount of road experience.
- 3. Prior good driving record will be considered. The County of Cumberland will secure the New Jersey Motor Vehicle Record from the New Jersey Division of Motor Vehicles. Employees shall sign the "Authorization to Release Personal

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Motor Vehicle Information” Form to grant permission to Cumberland County to receive information.

- a. To be considered for employment applicant may NOT have had in the previous three (3) year period any one (1) of the following:
 - a Three (3) or more points.
 - b One (1) preventable accident.
 - c Any serious driving violations, including those set forth in Schedule A.

Bus, School Bus, Omnibus Driver - in addition to the consideration delineated above, applicant must possess a bus or omnibus endorsement.

B. Post-Hire Standards

Motor Vehicle Driver: Regular and Occasional

1. In the event an employee has their driver’s license suspended or revoked or receives notice of any proceeding for the suspension or revocation of their driver’s license, the employee shall immediately notify their supervisor.
2. Any traffic violation incurred while the employee is on duty shall immediately be reported by the employee to their supervisor.
3. All accidents involving a county vehicle or personal vehicle on County business will be reported immediately to the supervisor and to the police whether or not the employee considers himself at fault and whether or not there has been any property damage or personal injury to any person.
4. After an evaluation of the situation which resulted in any of the above,

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corrective action may be taken.

5. Failure to report any of the above will result in corrective action.
6. Employees may be subject to corrective action based on:
 - a. Review of the New Jersey Motor Vehicle Record
 - b. Occurrence of an accident while on County business
 - c. Occurrence of any serious driving violations, including those set forth in Schedule A.

C. Bus, School Bus, Omnibus Driver

1. All standards and requirements noted in Section B apply.
 2. Shall require verification of submission to the State of continuing physical fitness, good character and driver's experience pursuant to N.J.A.C. 13:21-14.5(c)6.
- D. The Personnel Department, County of Cumberland may secure and review the 3-year New Jersey Motor Vehicle Record from the New Jersey Division of Motor Vehicles periodically and upon the occurrence of an accident.
1. The definition of a safe driver will be used to make determinations regarding driver performance.
 2. All motor vehicle accidents incurred will be reviewed by the Accident Review Committee for recommendations to prevent accidents.
 3. Recommendations of the Accident Review Committee will be forwarded to appropriate personnel for follow-up and/or action.

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4. County of Cumberland reserves the right to inspect employees' drivers licenses periodically and will maintain a list of each driver's name, license number, type of license and its expiration date.

E. Failure to conform with motor vehicle policy set forth by the County of Cumberland as delineated herein could result in, but is not limited to, the following corrective action:

1. Denial of employment (new hires)
2. Attendance in Defensive Driving Course
3. Fine for damages
4. Suspension of County driving privileges (temporary or permanent)
5. Demotion to a non-driving position
6. Termination of employment