




**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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<b>Policy # 3901</b>	<b>Driver Qualifications</b>
<b>Origination Date: March 2004</b>	
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<b>Approved:</b>	
	
<b>Bryan G. Stephens, Interim Executive Director</b>	

**POLICY:**

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that driver qualifications apply to individuals whose operates an agency vehicle and/or transports clients (including in a personal vehicle) as a component of their job. Operation of a vehicle is a critical area of the job. The Human Resources Department verifies that all individuals meet the driver qualifications necessary to gain employment when operation of a vehicle is required.

**PROCEDURE:**

1. Driver is defined as anyone who operates an agency vehicle and/or transports clients. Transporting clients in a personal vehicle would also apply. The use of a personal vehicle to complete required components of the job (such as community services) would also apply even if no clients were transported in the personal vehicle.
2. All drivers must be legally licensed by the State of Georgia with the class of license appropriate to the vehicle to be operated.
3. Drivers must be at least 21 years of age and have a minimum of 3 years driving experience. He or she must have no more than two chargeable accidents, moving violations, or DUIs in a three (3) year period within the last five (5) years of the seven (7) year Motor Vehicle Report (MVR) period, and/or must not have six (6) or more points against their driver's license. Any individual who currently has or had within the past (5) years a suspended or revoked driver's license, commercial or otherwise, is prohibited from driving for any purposes.
3. Prior to employment, a Motor Vehicle Report (MVR) is obtained on all applicants requiring driving as part of the job. A new MVR is obtained annually.
4. Drivers are required to have a criminal history records check through the Georgia Crime Information Center (GCIC) and the Federal Bureau of Investigation (FBI) in accordance with DBHDD Personnel Policy.
5. Drivers must attend a certified CPR, Basic First Aid, and CPI course every two years.
6. Drivers must attend a certified Defensive Driving course at least every three years.