

## Employee Driver's License Policy



The City of Vicksburg requires an employee to possess and maintain a valid State of Mississippi driver's license. It is the employee's responsibility to self-check the validity of his/her driver's license and self-report any negative data, concerning said license, to the Human Resources Department.

If the employee's driver's license becomes invalid after hire, he/she will be granted three (3) business days to rectify the issue. An employee will be allowed to continue to work for three (3) business/working days without a valid driver's license, only if his/her supervisor confirms, in writing, that there are job duties the employee can execute without such a license.

If the employee does not or cannot rectify the invalidity issue, he/she shall be suspended without pay, pending termination, on the fourth (4<sup>th</sup>) day, upon approval of the Board of Mayor and Aldermen.

Department Heads are responsible for monitoring and Division Heads are responsible enforcing this policy, upon knowledge.

Effective the \_\_\_\_\_ day of \_\_\_\_\_ 2018

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Mayor George Flaggs, Jr.

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Alderman Michael A. Mayfield, Sr.

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Alderman Alex J. Monsour, Jr.