

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 02	Employment		
Section 02	Valid Texas Driver License		
Revised By:	Nate Mara, City Manager	Revised Date:	October 13, 2025
Approved By:	Nate Mara, City Manager	Effective Date:	January 01, 2026

02.02 Valid Texas Driver License

Any employee who operates a City-owned or leased vehicle, or drives a personal vehicle while performing City duties, must maintain a valid Texas Driver License and an acceptable driving record, as determined by the City. Employees hired with a valid out-of-state license must obtain a Texas Driver License within 90 days of their hire date.

Driving records will be reviewed prior to employment and may be checked periodically during employment for cause. Applicants and employees must provide any necessary authorizations for the City to conduct these checks.

More than three (3) moving traffic violations within a 36-month period is considered excessive. For applicants, this will result in disqualification from hire. For current employees, it may lead to removal from driving responsibilities, which could result in disciplinary action or job loss, up to and including termination. In some cases, two (2) moving violations within a single month may also be deemed excessive.

Employees required to operate specialized City equipment must maintain the appropriate license classification. Positions requiring a Commercial Driver License (CDL) must obtain the CDL within one year of employment. No employee may operate any vehicle or equipment without the proper license as required by state law.

Public Safety Departments may be subject to stricter standards based on operational needs, regulatory requirements, or public safety considerations.