

The City of Topeka maintains specific vehicle operation insurability guidelines. All positions that require driving as part of the position must adhere to these insurability guidelines. New hire employees must have and maintain a valid driver's license and city insurable driving record at time of hire and throughout the course of employment. Questions regarding these guidelines may be directed to Michele Smith at msmith@topeka.org

Insurability Guidelines for City Employees Operating City Vehicles. Includes new hire employees.

No individual applying for City employment which will involve operating a city vehicle shall be given a final offer of employment if the applicant does not meet the following insurability guidelines.

- A. All drivers must be at least eighteen (18) years old.
- B. Individuals who have been convicted of any of the following high risk traffic violation(s) within the past five (5) years will be considered uninsurable and will not be authorized for hire.

High Risk violations (not limited to):

- Driving under influence of alcohol, narcotics or pathogenic drugs
- Fleeing or attempting to elude
- Illegal transportation of alcohol or drugs
- Reckless driving
- Heedless, willful, wanton or reckless disregard of the rights or safety of others while operating a motor vehicle, endangering persons or property

- C. Individuals who have been convicted of four (4) or more low risk violation(s) within the past three (3) years will be considered uninsurable and will not be authorized for hire (see Table contained in F.).

Low Risk violations (not limited to):

- Any moving violation not considered to be a high risk violation
- Operating without equipment as required by law
- Contest racing on public roads or highways/exhibition of speed
- Failure to yield
- Following too close
- Passing improperly or where prohibited
- Making improper turn
- Failure to maintain required liability insurance – court conviction
- Driving in excess of posted maximum speed limit

- D. Individuals who have been at fault for two (2) automobile accidents within the past three (3) years will be considered uninsurable and will not be authorized to drive for City-related business.

E. Individuals who have been at fault for one (1) automobile accident and two (2) low risk violations in the past three (3) years will be considered uninsurable and will not be authorized for hire. (See Table contained in F.).

F.

Motor Vehicle Record Insurability Criteria:

Number of Low Risk Violations	Number of At-Fault Accidents (last 3 years):		
	0	1	2
0	Insurable	Insurable	Uninsurable
1	Insurable	Borderline	Uninsurable
2	Insurable	Uninsurable	Uninsurable
3	Borderline	Uninsurable	Uninsurable
4	Uninsurable	Uninsurable	Uninsurable

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