

INTERNAL INSTRUCTION NOTICE #26-003

February 19, 2026

SUBJECT: Employee Driver's License and Proof of Insurance

DISTRIBUTION: All WDD Staff

FILE: WDD Intranet

REFERENCE: WDD Admin Handbook

Overview Workforce Development Supervisors and Managers are responsible for collecting copies of employees' driver's licenses and proof of automobile insurance at the time of hire and during work performance evaluations (WPEs).

Purpose The purpose of this notice is to notify supervisors and managers of the departmental requirement to obtain copies of valid driver's license and proof of automobile insurance.

Employees that will be driving during work/County time must provide this proof. This is required whether the employee is driving their personal vehicle or a County vehicle. If proof is not provided, they are not allowed to drive during work time.

Note: Employees who do not provide proof are allowed to ride with an employee who has provided proof.

Reference This update aligns WDD Policy with the following Standard Practices in the [County of San Bernardino Policy Manual](#):

- [03-10 SP5 – Vehicle Safety](#)
- [08-03 – Modes of Transportation While Traveling on County Business](#)

New Employees During the onboarding process of new employees, the supervisor will request a copy of their valid driver's license and proof of insurance.

These documents will be filed in the employee's personnel file.

Work Performance Evaluations To ensure that the department has up-to-date copies of both the employee's driver's license and proof of insurance, supervisors will request copies of both as part of the routine process for completing work performance evaluations.

These documents will be filed in the employee's personnel file.
