



## Is Driving Required as an Essential Function of the Position?

\*Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. Please note the questions below are specific to driving as a function of the position and not about an employee's ability to drive to get to and from work. \*

*(Instructions: This section is to be completed by the Elected Official/Designated Official or Department Head/Director of the position in question. Fill in the appropriate response, (y/n) and provide descriptions in text fields as applicable. Submit to Human Resources with other New Hire or Change in Status Forms.)*

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department Name: \_\_\_\_\_

1. Is driving essential to the position?      Yes  No

2. Is driving a primary function of the position?      Yes  No

a. If **yes**, are there specific licensing requirements, training, or critical skills needed to operate the vehicle?      Yes  No  (If **yes**, please describe).

\_\_\_\_\_  
\_\_\_\_\_

b. If **no**, would removing the driver application for fuel card issuance from the position fundamentally change the job?      Yes  No  (If **yes**, please continue #3, below), (If **no**, please **STOP** and complete the bottom part).

3. Describe the drive function by answering the questions below:

a. How often is the incumbent required to drive a County Vehicle as a position duty? (e.g., 3 days per week; 2 times per month; one time per year) \_\_\_\_\_

b. Approximately, what percentage of time is driving a position duty on a daily basis? \_\_\_\_\_

Whereas the Ector County Employee Handbook, Section 5.08 provides conditions for the "Use of Equipment and Vehicles," the Elected Official or the Department Head verifies that driving is an essential duty of the employee's job.

Evidenced by Elected Official/Department Head's name and signature below, he or she understands and agree to the above statements.

Elected Official/ Department Head Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_