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Purpose of Records Procedure and Safe Driving Policies

The purpose of these procedures and policies is to ensure safe driving within [*insert entity name*]. Safe driving is an important component of protecting the health, safety and general welfare of employees, members of the public and the municipality. The guidelines provided are not exhaustive and do not replace or supplant any other standards or policies applicable to employees. In other words, the fact that an employee is deemed to have a valid driver's license under the guidelines does not mean that the employee has satisfied other standards of conduct.

Guidelines for Motor Vehicle Record Review

An integral part of the vehicle operator selection/review process is the review of motor vehicle records. During the hiring process, each candidate will be informed that obtaining motor vehicle/driving records is necessary to the screening and review process. Additionally, verification of a valid driver's license of employees authorized to operate motor vehicles as part of their job responsibilities will be obtained and reviewed at least every three years by [*insert job title*]. Job applicants and employees are to execute the necessary forms, including a release, for this purpose.

A valid driver's license is a job requirement. The status of a driver's license is determined through the current records maintained by the Pennsylvania Department of Transportation.

Each candidate, employee or authorized operator is required to notify the municipality if his/her driver's license is invalid for any reason, including expiration, suspension or revocation.

A driver's license that is expired, suspended, revoked or otherwise not classified as valid by PennDOT will not be considered valid.

The following criteria are to be used to assist in the review process for employees, prospective vehicle operators, and others authorized to use municipal vehicles:

1. All motor vehicle records will be classified as acceptable, questionable or unacceptable.
 - a. An acceptable record qualifies the vehicle operator to continue driving or the candidate to continue in the selection process.
Note: The authorization to operate a motor vehicle is subject to management approval. The possession of an acceptable motor vehicle record does not constitute a guarantee of continued vehicle operator status or employment.
 - b. A questionable record requires further evaluation of the specifics before a determination is made regarding continued vehicle operator status or before continuing with the selection process.
Note: Vehicle operators with questionable records require a case-by-case evaluation that should be re-evaluated on a semi-annual basis.
 - c. An unacceptable record disqualifies the employee or authorized operator from continuing as a municipal vehicle operator or disqualifies the candidate from consideration for authorization to operate a municipal vehicle.
2. Definitions:
 - a. Acceptable – Motor vehicle records are considered acceptable if the operator has a maximum of one moving violation or at-fault accident during the past three years.
Exception: A single violation during the past three years involving impairment due to the use of alcohol, illegal drugs or the misuse of medication constitutes an unacceptable record.
 - b. Questionable – Motor vehicle records are considered questionable if the operator has two moving violations, a combination of one moving violation and one at-fault accident, an indication of past license suspension or mandated driver improvement programs during the past three years.
Exception: A single violation during the past three years involving impairment due to the use of alcohol, illegal drugs or the misuse of medication constitutes an unacceptable record.
 - c. Unacceptable – Motor vehicle records are considered unacceptable if the operator has (1) three or more moving violations during the past three years; (2) three or more preventable accidents during the past three years; (3) any combination of moving violations and at-fault accident equaling three or more during the past three years; (4) a suspended or revoked license; (5) any violation during the past three years involving impairment due to the use of alcohol, illegal drugs or the misuse of medications; or (6) not permitted the entity to obtain the information necessary to review and determine the status and appropriate classification of the operator's motor vehicle records.