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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.

1. 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.
2. 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.
3. A driver's license that is expired, suspended, revoked or otherwise not classified as valid by PennDOT will not be considered valid.
  - a. A valid driver's license qualifies the candidate to continue in the selection process. A driver's license that is suspended, revoked or is otherwise not classified as valid by PennDOT disqualifies the candidate from consideration to for authorization to operate a municipal vehicle.
  - b. A valid driver's license qualifies the vehicle operator to continue driving. A driver's license that is suspended, revoked or is otherwise not classified as valid by PennDOT disqualifies the employee or authorized operator from continuing as a municipal vehicle operator.

**Sample Policy for Motor Vehicle Record Review – Minimum Level (Mandatory) – page 2 of 2**

I, \_\_\_\_\_ authorize \_\_\_\_\_ to request  
*employee name* *entity*  
and obtain my motor vehicle records for purposes of verifying my driving record to  
assure that I am in compliance with its safe driver policies.

Any information obtained by \_\_\_\_\_ is not authorized to be  
*entity*  
distributed further without my permission.

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

Last Name:	First Name:	Middle Initial:
Maiden Name or Other Name used:		
Current Address:		
City:	State:	Zip Code:
Driver License Number:	Date of Birth:	