

Policy number: V-16	Subject: Requirement to report traffic violations
	Revision: None
Approved: Agency Board: February 20, 2001 Policy Council: February 22, 2001	

OBJECTIVE:

To ensure safe operation of all agency vehicles and private vehicles used on the job.

POLICY:

Employees are required to report within one work day, the receipt of any advisory letters or information related to accumulation of points, under the state's drivers point system. This system has been designed to identify and counsel drivers who, within a period of twelve months, receive convictions for traffic citations or are involved in particularly dangerous vehicular offenses. Points are accumulated on driving records whenever drivers are convicted of traffic violations or are involved in an at-fault accident. The number of points requiring a warning letter is six points, earned during a twelve month period that is calculated retroactively from the date of the last accident or conviction.

Any employee accumulating twelve points within a twelve month period, will be suspended from driving agency vehicles or from driving on the job. This may result in an inability to perform an essential function, and could lead to termination.

Any employee accumulating over six points during a twelve month period, will be required to, at their own expense, complete a driver improvement course approved by the agency.

The policy related to the point system does not prevent the Program Administrator from prohibiting driving any agency vehicle or from driving on the job. Such prohibitions, except related to the above, should include the reason for the prohibition and would most likely be based on adverse findings through medical examinations.

PROCEDURES:

- A. Periodic checks on drivers license records will be made for employees who travel on-the-job.
- B. New employees will be screened related to the driving record and possible history of poor habits.
- C. Special steps will be taken for employees who accumulate points related to traffic violations, as noted above.
- D. Employees failing to report the accumulation of points are considered in violation of an agency work rule.