



# Statement of Procedure

NO.: 0811.14

TITLE: Motor Vehicle Record Check

DATE ADOPTED/REVISED: May 7, 2008

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## PROCEDURE: MOTOR VEHICLE RECORD CHECK

- 1.0 Purpose: The purpose of this procedure is to establish rules and regulations for all CCIU employees and subcontracted employees using CCIU vehicles for intermediate unit business, or transporting students in a personal vehicle for intermediate unit business. Its foremost objectives are to assure safety of staff and students, as well as to protect CCIU property.
- 2.0 Scope: The CCIU will conduct motor vehicle record checks prior to authorizing any individual to drive a CCIU vehicle for intermediate unit business, or to transport students in a personal vehicle for intermediate unit business. New employees who may be driving a CCIU vehicle for intermediate unit business, or transporting students in a personal vehicle for intermediate unit business shall be required to submit to a motor vehicle record check as part of the hiring process.
- 3.0 Responsibilities
- 3.1 The operations department has oversight responsibility for the administration of this procedure.
- 3.2 The human resources office has the responsibility to provide this procedure to all employees annually, in addition to distributing it to new employees during the hiring process.
- 3.3 It is the employee's responsibility to secure authorization, according to this procedure, prior to driving CCIU vehicles for intermediate unit business, or transporting students in a personal vehicle for intermediate unit business.
- 4.0 General Information
- 4.1 Any Type A driving violations will result in the employee not being permitted to drive CCIU vehicles for intermediate unit business, or to transport students in a personal vehicle for intermediate unit business, for a period of no fewer than seven years. Type A violations are those with the greatest number of points in the state system and include:
- Driving under the influence of alcohol or a controlled substance.
  - Homicide by vehicle.
  - Hit and run, or failure to report an accident.
  - Using a motor vehicle for the commission of a felony.
  - Aggravated assault with a motor vehicle.
  - Knowingly permitting an unlicensed person to drive.
- 4.2 Any Type B violations may result in the employee not being permitted to drive CCIU vehicles for intermediate unit business, or to transport students in a personal vehicle for intermediate unit business, or result in a probationary period requiring a motor vehicle record check every six months. Type B violations are all moving violations with fewer points than those listed under Type A violations.



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## 5.0 Detailed Procedure

- 5.1 Employees requesting authorization to drive a CCIU vehicle for intermediate unit business, or to transport students in a personal vehicle for intermediate unit business must present a valid driver's license and a PA Department of Transportation consent form (DL-503 - Request for Driver Information) to the building or program administrator annually.
- 5.2 The building or program administrator will verify the employee's documentation/information and forward it to the operations department for processing.
- 5.3 The operations department will conduct all motor vehicle record checks, at least once per year, before issuing a list of employees authorized to drive a CCIU vehicle for intermediate unit business, or to transport students in a personal vehicle for intermediate unit business.
- 5.4 The operations department will maintain a list of all CCIU employees and subcontracted employees who are eligible to drive a CCIU vehicle for intermediate unit business, or to transport students in a personal vehicle for intermediate unit business. This list will be distributed to each building and program administrator.
- 5.5 Any employee using CCIU vehicles for intermediate unit business, or transporting students in a personal vehicle for intermediate unit business, who is charged with a violation or a "reportable accident" is required to report it to the operations department within thirty (30) days. As defined by Section 3746 of the PA Vehicle Code, a "reportable accident" is an accident that results in personal injury, a death, or damage to any vehicle such that the vehicle cannot be driven safely under its own power. Failure to report a violation or accident could subject the employee to discipline, up to and including dismissal.

APPROVED:

Joseph J. O'Brien

DATE APPROVED: May 7, 2008