

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2129

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PROCEDURE TITLE: Driver Record Search

STATUTORY REFERENCE: Florida Statutes 1001.64 and 1012.855

BASED ON POLICY: II-2 All Personnel: Personnel Actions and Levels of Appeals

EFFECTIVE DATE: April 26, 1979

LAST REVISION DATE: September 10, 2013

LAST REVIEW DATE: September 10, 2013

I. PURPOSE

To provide information on the utilization of College vehicles on public roadways and to establish responsibility for the dispatching of College vehicles to licensed operators.

II. PROCEDURE

The College will utilize Florida's Driver Record Search Form DL 250 to establish an individual's eligibility to drive College vehicles. In general, employees will not be permitted to drive College vehicles if the Form indicates any of the following conditions: (1) driver's license currently suspended for any reason, (2) two or more traffic accidents charged to the employee within the past five years, (3) four moving violations charged to the employee within the past five years. Only Risk Management may approve any exception. Traffic accidents charged to the employee are also considered "moving violations;" consequently, a person could have one chargeable accident and two speeding tickets, which in combination would place his or her use of College vehicles in jeopardy. These guidelines shall be applied to all employees as described in A.B.C. of this procedure. An employee, who intentionally presents false or misleading information that materially affects the results of the driving record search, shall be subject to disciplinary action, up to and including termination.

Employees who operate College vehicles are expected to perform in accordance with existing laws governing the operation of a vehicle. All employees driving a vehicle designed to carry more than 15 passengers, including the driver, must possess a valid Florida Commercial Driver's License and be at least 21 years old. All accidents involving a College operator and all reports of careless or hazardous operation will be investigated by the Office of Risk Management or designee. Such incidents will be recorded and may result in the employee's loss of driving assignments with College vehicles.

A. Applicants for position requiring vehicle operation

The Driver's Record Search Form DL 250 will be initiated by the hiring department and/or Risk Management Office when an applicant has been selected for a position that will require the operation of College vehicles on public roadways. The search request will be originated upon proof that the applicant has a valid operator's license; license numbers will be recorded in the new employee's personnel folder and computer data file. Results of the search request will be processed as follows:

1. Satisfactory driving records will be maintained by the Risk Management Office for their files and future updating as required.
2. Questionable driving records will be evaluated by the Risk Management Office or designee to determine types of violations, frequency, and relation to the individual's start date with the College.
 - a. The employee shall be counseled regarding his/her driving record and advised in writing that further violations may jeopardize his/her position, or
 - b. The employee may be dismissed as an unsatisfactory probationary employee.

B. Employees who are required to drive as a result of job classification

1. Annual record searches will be initiated by the Risk Management Office for those persons whose job description requires them to operate College vehicles. It is the responsibility of the employee to report any/all driving violations including but not limited to driver's license suspension immediately upon notice to their immediate supervisor.
2. The College's administration or designee will not assign a vehicle to an employee for operation on public roadways unless the employee's name appears on the "authorized vehicle operator" listing maintained by the Risk Management Office.
3. Employees whose position description requires that they drive College vehicles on public roadways must maintain a valid Florida driver's license.
 - a. When a search of the driver record reveals a record that may jeopardize or restrict the employee's driving license, the employee will be counseled.
 - b. Employees in this category, who subsequently experience loss or suspension of their operator's license, place their employment status in jeopardy.
 - c. The College assumes no responsibility to transfer or retain employees who cannot perform the requirements of their job descriptions.

C. Transferring employees.

1. Employees applying for a transfer from a non-driving position to a position requiring

the operation of College vehicles will be advised that the transfer will not be effective until a Driver's Record Search DL 250 is initiated and returned to the College.

- a. The hiring department will initiate the search for the driver's records.
- b. Risk Management will notify the hiring department of the driver's license search results. Procedure A.1 above is then followed.
- c. When the Driver's Record Search report reflects a questionable driving record, the procedure of A.2.a will be followed, or the tentative transfer may be canceled.

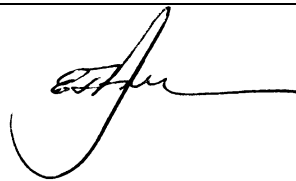
D. Occasional vehicle operators.

- 1. College vehicles assigned to the campuses/district areas will be controlled as designated by the Campus President, Vice Provost of Facilities or designee. Persons authorized to dispatch campus assigned College vehicles, or those authorized to dispatch College vehicles, will have the responsibility of dispatching such vehicles only to licensed operators.
- 2. An employee issued a vehicle for an extended trip will allow only a College authorized licensed driver to operate the vehicle, when necessary.

E. Driver's Record Search request.

On an annual basis, the Office of Risk Management shall initiate a Driver's Record Search request on all employees who operate College vehicles on public roadways.

- 1. The Office of Risk Management shall maintain a driver record file and provide the Transportation Office with an alphabetized listing of authorized operators.
- 2. The Office of Risk Management shall advise Public Safety in writing should an incident occur that affects the authorized operator's driving status.
- 3. The Office of Risk Management shall, upon the request of an Area Head and receipt of a Driver's Record Search DL 250 form, initiate a Driver's Record Search on any employee considered to be an "occasional" vehicle operator.

	
09/10/2013	
PRESIDENT	DATE