BEST PRACTICES

1) Districts should establish a written policy about what number or type of ‘points’ would disqualify a driver. A sample policy is as follows:

No employee should be asked or allowed to operate a district vehicle or non-owned vehicle in connection with district business if the employee’s motor vehicle record is unacceptable.

An employee’s Motor Vehicle Record is considered unacceptable if any of the following appears on the record within the last three years of review:

- More than one license.
- Any license suspended, revoked, or canceled.
- More than one conviction for any type of motor vehicle for serious traffic violations including:
  - Excessive Speeding
  - Reckless Driving
  - Improper or erratic Lane Changes
  - Following the vehicle ahead too closely
- Any violation of State or local law relating to motor vehicle traffic control arising in connection with any traffic accident.
- Any accident in which he/she was at fault.

An employee’s Motor Vehicle Record is considered unacceptable if any of the following appears on the record at any time:

- Driving under the influence of a controlled substance or alcohol.
- Leaving the scene of an accident.
- Using a Motor Vehicle to commit a felony.

2) Volunteers may offer or be asked to provide that transportation and, in that case, the normal policies for volunteer drivers should be completed and the risk transferred appropriately.