



Adopted: January 22, 2018

Orig. 2018

740 EMPLOYEE MOTOR VEHICLE RECORDS

I. PURPOSE

The purpose of this policy is to establish and authorize guidelines for the management and monitoring of employees' driving records, as required by the district's insurance carrier, for all employees who regularly operate a motor vehicle as a part of their required job responsibilities.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to establish its Employee Motor Vehicle Records guidelines in accordance with the applicable provisions of law and the district's insurance policies.

III. REQUIREMENTS

The Superintendent or designee will establish the guidelines for the management and monitoring of employees' driving records.

**South St Paul Public Schools
Motor Vehicle Report Guidelines**

	0 At-Fault Accidents	1 At-Fault Accident	2 At-Fault Accidents	3 At-Fault Accidents
0 Minor Violations	Clear	Acceptable	Borderline	Unacceptable
1 Minor Violation	Acceptable	Borderline	Unacceptable	Unacceptable
2 Minor Violations	Borderline	Unacceptable	Unacceptable	Unacceptable
3 or more Minor Violations	Unacceptable	Unacceptable	Unacceptable	Unacceptable
Any Major Violations	Unacceptable	Unacceptable	Unacceptable	Unacceptable

Major Violations (within last five years of violation date) include:

- A violation in connection with a fatal accident
- Any felony involving the use of an automobile
- Driving under a suspended, revoked, or expired license
- Driving under the influence of drugs or alcohol and/or the refusal to take a blood/breath test
- Fleeing or attempting to elude the police; failure to stop and report an accident in which the driver was involved
- Negligent vehicular homicide
- Operating a motor vehicle without the owner’s permission
- Permitting an unlicensed person to drive
- Reckless, negligent, careless driving or racing
- Speeding in excess of 20 mph over the speed limit

The following are not considered as a violation:

- Defective equipment (lights, brakes, etc.)
- Oversize or over weight
- Seatbelt violations

Borderline Drivers

Borderline drivers include “borderline” situations as noted in the above chart and the following:

- Past suspensions with reinstatements shown on the MVR
- Drivers 18-21 with one or more violations/accidents within the last three years