

**Administrative Procedures for Policy #5560.4 (Business)
Regarding Procedures for Employee Driving Records**

- I. Purpose
 - A. To ensure employees who operate Calvert County Public Schools (CCPS)-owned vehicles possess a valid driver's license and maintain an acceptable driving record.
- II. Definitions
 - A. Valid Driver's License:
 - 1. A legal and valid contract executed with proper authority by any state or territory.
 - 2. The document issued under governmental authority permitting the holder to operate a motor vehicle which is not expired, suspended, revoked, etc.
 - B. Change in Validity: Suspension, revocation, expiration, other significant change
 - C. Vehicle: On-road conveyance requiring a valid driver's license (not a golf cart, gator, etc.)
- III. General Guidelines
 - A. The CCPS will-participate in a driver's license monitoring program to ensure all employees who drive CCPS-owned vehicles possess a valid driver's license.
 - B. CCPS will be responsible for obtaining Motor Vehicle Records for the aforementioned employees and will provide a central and secure location for all data obtained.
 - C. Such employees will be required to complete a Driving Record Check form to enable CCPS to monitor their driver's license through the-License Monitoring System (LMS).
 - D. The LMS will report to CCPS a change(s) in a driver's license validity and driving record for the CCPS employees approved to operate a system-owned vehicle.
 - E. CCPS will maintain a continual MVA review of all its authorized employees' driving records. For employees being newly enrolled in the LMS, a review of the past 60 months of information will be considered.
 - F. The following guidelines will be used in reviewing the employee's driving record, to identify poor driving records and what actions to be taken.
 - 1. 3-4 points in two years; Conference with employee to review eligibility to drive CCPS owned/leased vehicle warning letter.
 - 2. 5-7 points in two years; Complete a Maryland Approved Driver Improvement Program Course

3. 8 or more points; eligibility to drive CCPS vehicle privileges suspended/revoked or other actions deemed appropriate by the superintendent.
- G. CCPS will notify the employee's supervisor when an employee acquires six or more points and/or has a license that has been suspended, revoked, or expired. The employee is expected to meet with the supervisor in order to review the information and discuss options for retaining the privilege of operating a CCPS-owned vehicle
 - H. Employees whose jobs require a valid driver's license, regardless of any previous position held with CCPS, are expected to maintain a valid driver's license. Failure to do so will result in a formal case review and may result in disciplinary action pursuant to CCPS Policy #1750, Employee Discipline
 - I. Employees who operate CCPS-owned vehicles, regardless of job requirements, are expected to follow the above procedures. Failure to do so may result in the loss of driving privileges and/or disciplinary action.