



**OFFICE OF FLEET MANAGEMENT**

**DRIVER HISTORY FORM**

**Driver's Name (Print)** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Office Location:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**1)** Do you have a valid Driver's License? Yes \_\_\_\_ No \_\_\_\_

**2)** In what State are you a licensed driver? \_\_\_\_\_

**3)** Have you been convicted of driving while impaired or under the influence of alcohol and/or drugs: Yes \_\_\_\_ No \_\_\_\_  
If yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

**4)** Have you refused to submit to a blood Alcohol Content (BAC) test within the past three years? Yes \_\_\_\_ No \_\_\_\_  
If yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

**5)** Have you been convicted of reckless driving, or leaving the scene of an accident, or committing a felony involving a vehicle within the past three years? Yes \_\_\_\_ No \_\_\_\_  
If yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

**6)** Have you had your operator's license suspended, revoked or administratively restricted within the past three Years? Yes \_\_\_\_ No \_\_\_\_  
If yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

**7)** Have you been convicted or found at fault for any non-fatal accident involving a motor vehicle during the past three Years? Yes \_\_\_\_ No \_\_\_\_  
If yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

**8)** Have you been convicted or found at fault for any fatal accidents involving a motor vehicle during the past three Years? Yes \_\_\_\_ No \_\_\_\_  
If yes, give explanation(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

## **OFFICE OF FLEET MANAGEMENT**

### **RESPONSIBILITIES:**

All authorized drivers shall comply with the following terms and conditions or the driver's driving privilege for district vehicles shall be suspended or revoked and additional disciplinary action(s) shall be taken as appropriate:

- 1) The assigned driver shall be responsible for the security of the vehicle and its contents.
- 2) The District vehicle shall be use for district business purposes only.
- 3) The assigned driver, unless exempted pursuant to Title 6A, shall not utilize the district vehicle for commuting.
- 4) No physical alterations shall be made to a vehicle without prior board approval.
- 5) All damage to the district vehicle, regardless of cause, shall be reported with 24 hrs.
- 6) When a vehicle is due for routine maintenance, driver of an individually assigned vehicle or, in the case of a pool vehicle, the assigned driver shall coordinate with the Fleet Management office to ensure the vehicle receives the scheduled service
- 7) Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of district vehicles. All traffic violations shall be reported to the Fleet Management Office.
- 8) The driver, or the driver's supervisor, if the driver is incapacitated, of a district vehicle involved in an accident resulting in damage to the district vehicle(s) or other vehicle shall file, within 24 hours of the accident, a detailed written report with the Fleet Management Office for insurance purposes.
- 9) Police shall immediately be notified of an accident by the driver or the Fleet Management Office, if the driver is incapacitated. A copy of the police report shall be submitted to the Fleet Management Office for making insurance claims as soon as possible.

### **OFFENCES, PENALTIES**

If a district vehicle is misused in any of the following ways, the driver's driving privileges for district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate:

- a) Frequent violation of traffic laws and/or flagrant violation of traffic laws.
- b) Operation of a vehicle which the police or insurance company determined was the cause of an accident.
- c) Use of a vehicle for unauthorized use whether personal use, business use, or commuting.
- d) Violation of these rules or district policy governing the assignment, use operation, repair, and /or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for the manufacturer's routine maintenance schedule.
- e) Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined the State statutes.
- f) Use of a district vehicle by an unauthorized individual while assigned to an employee.
- g) Use of a district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities.
- h) Use of radar detectors in district vehicles.
- i) Failure to submit mileage and/or gas report
- j) Failure to follow driver's manual requirements/responsibilities and/or district policies

### **PENALTIES**

- First offence – Warning letter from Business Office
- Second Offence – Reprimand letter from Superintendent/personnel
- Third offence - Removal from driver's list, privilege suspended or revoked

I, \_\_\_\_\_ (Print name) hereby declare that I have read, understand and agree to all the terms contained in this document and authorize the District to obtain a copy of my motor vehicle driver abstract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date