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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Motor Vehicle Record Check**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

To establish a procedure for motor vehicle operator record checks for drivers/operators.

**Scope:**

All personnel.

**Procedure:**

Department officers should conduct routine administrative reviews of all drivers' motor vehicle records (MVRs) to provide for safe operation of department motor vehicles. Knowing your drivers' on- and off-duty driving habits and records is an important tool in both selecting and maintaining the safest drivers for your emergency vehicles. This procedure includes:

* Driver MVR checks should be performed prior to the start of driver training.
* MVR should be checked annually or, minimally, every three years and a copy retained in each member's personnel file.
* If MVR are not checked annually then the following items should be checked annually:
	+ Validation of a current motor vehicle driver's license.
	+ Proof of insurance on private vehicle.
	+ Retain copies of above in personnel file.
* MVR review criteria:
	+ Class A Violation (definitions follow)
		- Any individual who has a Class A violation within the past three (3) years normally receives a license suspension from the Department of Motor Vehicles. ESOs should consider suspension of department vehicle driving privileges for 18 months or the length of state license suspension. No driver should be permitted to drive without a license. Driver must attend an approved driver-improvement program or equivalent training and be required to get recertified to operate emergency apparatus.
	+ Class B Violation (definitions follow)
		- Any individual who has a combination of two (2) Class B moving violation convictions and/or chargeable accidents in a three (3) year period should be issued a warning letter from the fire chief or administrative officer.
		- Any individual who has a combination of three (3) Class B moving violations and/or chargeable accidents in a three (3) year period will be issued a suspension of department apparatus driving privileges for a period of ninety (90) days by order of the fire chief or administrative officer.
		- Any individual who has more than three (3) moving violations and/or chargeable accidents or any combination of more than three (3) formerly stated violations in a three (3) year period will be issued a suspension of department vehicle driving privileges for a period of one (1) year. In addition, the same individual is required to complete an approved driver improvement program and be recertified to operate emergency vehicles.
		- NOTE: Unusual circumstances in individual cases would be evaluated on a one-to-one basis.

**Violations definitions:**

**Class A**

* Driving while intoxicated
* Driving under the influence of drugs
* Negligent homicide arising out of the use of a motor vehicle (gross negligence)
* Operating any licensed vehicle during a period of suspension
* Using a motor vehicle for the commission of a felony
* Aggravated assault with a motor vehicle
* Operating a motor vehicle without owner’s authority
* Permitting an unlicensed person to drive
* Reckless driving
* Hit-and-run driving

**Class B**

* All moving violations not listed as Type A violations (i.e. exceeding the posted speed limit)

NOTE: There may be state/local privacy and permission issues that need to be evaluated before implementing this policy. For example, the state Department of Health might have regulations pertaining to EMS vehicle. Check with your locality and state regarding laws involving emergency vehicle operator suspension.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

NVFC "Emergency Vehicle Safe Operations For Volunteer and Small Combination Emergency Service Organizations

VFIS Communique