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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** | | |

**Driving Record Review**

***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 set forth qualifications and requirements to be a driver for emergency vehicles for the \_\_\_\_\_\_\_\_\_\_\_\_ Fire Department.

**Procedure:**

The fire department shall obtain and review a copy of the member’s motor vehicle record from the state Department of Motor Vehicles prior to allowing an individual to begin driver training. Each authorized driver’s Motor Vehicle Record should be reviewed yearly to ensure that the individual maintains safe driving habits.

An individual who has been charged with a driving offense that could result in a suspension or revocation of his or her driver’s license should notify his or her supervisor or chief within 48 hours. The individual may be suspended from driving emergency vehicles pending judgment, depending on the circumstances and existing department policy. Such charges would include but not limited to:

* Driving while intoxicated or under the influence of drugs
* Negligent homicide or gross negligence
* Aggravated assault with a motor vehicle
* Reckless driving
* Leaving the scene of an accident

***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:**

West Redding (CT) VFD – GOG 10-EVO-1003 Developed/Revised/Reviewed by VFIS ETC