

DRIVER ELIGIBILITY AND APPROVAL PROCESS

All employees of Manassas Park City Public Schools who utilize a district owned vehicle and those who transport students in a rental vehicle must complete an annual Driver's License Validation Form. The form shall be completed (annually) by the applicant and submitted to the applicant's supervisor who shall process the form through the transportation department. The transportation department shall conduct an annual driver record check through the Virginia Department of Motor Vehicles (DMV) and prepare a list of eligible candidates.

If the DMV Transcript of Driver History Record discloses that an employee does not satisfy the minimum criteria set forth herein, there shall be no appeal or review of said record.

Employees of Manassas Park City Public Schools who are not residents of Virginia, or, who have been a resident of Virginia with a Virginia Driver's License for less than seven (7) years, shall be responsible for obtaining and submitting a copy of their driving record for the previous seven (7) years with the Driver's License Validation Form for MPCS to the worksite administrator.

All employees on the approved driver eligibility list are required to immediately notify their immediate supervisor or administrator if at any time they are involved in any motor vehicle accident violation/conviction for a re-evaluation by the transportation department to determine if eligibility is affected by the motor vehicle code violation.

The use of a division-owned vehicle by an employee who is not on the approved driver list for division sponsored or school related activities is prohibited.

The driving record or request form shall not be requested or submitted for any person who is not an employee of MPCS.

Approval Criteria

Employees who operate MPCS vehicles shall maintain a driving record as follows:

- a. Must maintain a DMV point balance of 0 (zero) points or above (positive points);
- b. No convictions of DWI, DUI, or reckless driving in the last five years; and
- c. No court directed attendance for defensive driving class, alcohol safety action program, or driver improvement course in the last five years.

Smoking

Smoking is prohibited while operating any division-owned vehicle.

Use of Portable Communications Devices

MPCS issued and/or personal portable communication devices, excluding hands free devices, shall not be used when operating any division-owned vehicle while conducting business except for emergency situations.

Adopted: August 18, 2014

DRIVER'S LICENSE VALIDATION FORM
(This form is required to operate school division vehicles)

TO BE COMPLETED BY THE DRIVER:

Date: _____

Driver's Name: _____

Driver's Status: Faculty/Staff Other: _____

License Number & Expiration: _____

State: _____

I give consent to Manassas Park City Schools to obtain a copy of my driving record.

(Signature)

(Printed Name)