

SECTION: OPERATIONS
TITLE: TRANSPORTATION
DRIVER HISTORY
RECORDS
ADOPTED: September 11, 2003
REVISED: January 11, 2007

Palmyra Area School District

	810.2 TRANSPORTATION-DRIVER HISTORY RECORDS
1. Purpose	<p>I. Summary of Policy The School District recognizes the importance of enforcing the highest safety standards in connection with student transportation. This policy establishes for verifying that Palmyra Area School District drivers are properly licensed and have a safe driving history record.</p>
2. Guidelines	<p>II. Statement of Policy</p> <p>A. No employee shall be permitted to operate a district owned / leased / motor vehicle in the course of their employment unless he / she has (a) a valid driver's license, (b) a satisfactory driving history record and (c) been granted permission to do so under the provisions of this policy.</p> <p>B. The Palmyra Area School District shall verify that every employee who operates a district owned / leased motor vehicle in the course of their employment has a valid driver's license and a satisfactory driving record as described by the Bureau of Motor Vehicles. Such verification shall be effected as follows:</p> <ol style="list-style-type: none">1. Prior to being permitted to operate a motor vehicle in the course of his/her employment, an employee shall furnish to the Superintendent or designee (a) a photocopy of his / her driver's license and (b) a written statement that he / she would not be prohibited from operating a motor vehicle in the course of his / her employment under the provisions of this policy.2. For every employee who is permitted to operate a motor vehicle in the course of his / her employment, the Superintendent or designee shall verify that the employee has a valid driver's license and a satisfactory driving history record. Such verification shall be made (a) utilizing Penn Dot's Online Driver History Service.3. The Superintendent or designee, and any School District employee who is to provide permission to use district owned / leased motor vehicles, shall have access to the information obtained from the Penn Dot Online Driver Vehicle History Service.

810.2. DRIVER HISTORY RECORDS

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| | <p>C. The Palmyra Area School District shall take the reasonable measures to maintain the confidentiality of any driving history record from other employees.</p> <p>D. For purposes of this policy, an employee shall be deemed not to have a satisfactory driving history record for two (2) years following:</p> <ol style="list-style-type: none">1. His / Her being convicted of three (3) or more offenses involving the use or operation of a motor vehicle in any twelve (12) month period;
or2. His / Her right or privilege to operate a motor vehicle being suspended or revoked for any reason in Pennsylvania or any of the 49 states. <p>E. Any employee whose driver's license is suspended or revoked or who commits any offense which results in his / her not having a satisfactory driving history record shall immediately in writing inform the Superintendent thereof.</p> |
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