



Book	Policy Manual
Section	500 Support Employees
Title	Driver History Records Policy
Number	560
Status	Active
Legal	24 P.S. 510
Adopted	April 8, 2013
Last Reviewed	May 8, 2017

### **Purpose**

It is the policy of the school district that no one shall be permitted to operate a district motor vehicle in the course of his/her employment or service to the school district unless s/he has a valid driver's license and a satisfactory driving history record.

### **Guidelines**

No one shall be permitted to operate a motor vehicle in the course of his/her employment or service to the district unless s/he has a valid driver's license, a satisfactory driving history record and has been granted permission to do so under the provisions of this policy.

The school district shall verify that every person who may operate a district motor vehicle in the course of his/her employment or service to the district has a valid driver's license and a satisfactory driving history record. Such verification shall be effected as follows:

1. Prior to being permitted to operate a district motor vehicle in the course of his/her employment or service to the district, the driver shall furnish to the Superintendent or designee a photocopy of his/her driver's license and a written statement that s/he would not be prohibited from operating a district motor vehicle in the course of his/her employment under the provisions of this policy.
2. For every person who is permitted to operate a motor vehicle in the course of his/her employment or service to the district, the Superintendent or his/her designee shall verify that the driver has a valid driver's license and a satisfactory driving history record. Such verification shall be made utilizing PennDOT's Online Driver History Service (or through other means established by the Superintendent), within thirty (30) days after the person is granted permission to operate a motor vehicle in the course of his/her employment or service to the district and so long as the person is permitted to operate a motor vehicle during the course of his/her employment or service to the district.

The school district shall maintain the confidentiality of any driving history record, which if disclosed, would constitute an invasion of the person's privacy, unless the person who is the subject of the driving history record consents to disclosure of the driver history record.

For the purposes of this policy, a person shall be deemed not to have a satisfactory driving history record per the Driver Acceptability Matrix and his/her right or privilege to operate a motor vehicle being suspended or revoked for any reason.

Any person 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 inform the Superintendent in writing.

The Superintendent or his/her designee shall develop any other procedures necessary to implement this policy.

The Transportation office shall utilize PennDOT's Online Driver History service every year for drivers who transport students and every three (3) years for those who do not transport students but utilize district vehicles.

[560 Driver Acceptability Matrix.pdf \(34 KB\)](#)