

Memo from the Business Manager Greater Altoona Career and Technology Center

To:

From: Danielle K. Mehalick

Date: November 8, 2011

Re: Motor Vehicle Records

Our insurance carrier requires the Center to obtain motor vehicle records for prospective drivers. Please understand that this information is required to protect students, staff, and the school. All disclosures and results will remain confidential. In addition, please note that unless driving is an essential function of your job, **termination of driving privileges will not impact your ability to perform your regularly assigned job duties.**

This includes those who may occasionally drive as well as those who routinely drive on school business.

Based on accident/violation history as set forth by the state point system, an individual's driving record shall not be deemed satisfactory if one or more of the following exist:

- One or more Type A violations in the last three years
- Three or more Type B violations on the last three years

Type A violations include: DWI/DUI/OUI/OWI (pertaining to drugs or alcohol), refusing to take a substance test, driving with an open container of alcohol, manslaughter or negligent homicide using a motor vehicle, driving with a suspended or revoked license, operating a motor vehicle for the commission of a felony, aggravated assault with a motor vehicle, permitting an unlicensed person to drive, reckless driving, fleeing or evading police or a roadblock, resisting arrest, speed contest (racing), hit and run (bodily injury or property damage), failure to report an accident, and illegal passing of a school bus.

Type B violations include moving violations not listed as Type A violations including: having a license suspended, speeding, improper lane change, failure to obey traffic signal or sign, failure to yield, careless driving, and at-fault accidents.

Any employee whose driver's license is subsequently suspended or revoked or who commits any offense which results in their not having a satisfactory driving record must immediately inform the Executive Director in writing. Again, remember, these acknowledgements remain confidential.

Please complete the attached Driver Information Form by November 30, 2011.

DRIVER INFORMATION FORM

Please print legibly and submit to Business Manager (as designee)

Name: _____

Date of Birth: _____

(exactly as it appears on driver's license, incl. initials)

(required)

Home Address: (List address, city, and state exactly as it appears on license):

Driver's License Information:

State: _____

License I.D. #: _____

(please print clearly)

Expiration Date: _____

Acknowledgement and Release

I swear or affirm that the information provided above is true and accurate. I hereby authorize the Pennsylvania Department of Transportation to release my Motor Vehicle Record to the Greater Altoona Career and Technology Center for purposes of determining my driver's license validity and driving record.

Should an incident occur that would impact the validity of my driver's license or my satisfactory driving record, I will notify the Executive Director or the Business Manager (as designee.) It is understood that unless driving is an essential function of my job, termination of driving privileges will not impact my ability to perform my regularly assigned job duties.

I understand that this information is a requirement for maintaining/obtaining my school driving privileges.

Employee's Signature: _____

Date: _____