

Shepherd Tri-Twp Fire Department
DRIVING RECORD REVIEW
10/22/07

I. PURPOSE

To assure that members/employees of Shepherd Tri-Twp Fire Department, maintain a current unrestricted Michigan operators license in accordance with the following policy.

II. GENERAL

- A. Each member of this department shall at all times maintain a current unrestricted Michigan operators license. Any member failing to maintain a current unrestricted operators license shall be placed on administrative leave until such time as he/she obtains a current unrestricted operators license.
- B. Any member whose operator license is suspended, revoked or restricted is immediately prohibited from operating any municipal vehicle or a personal vehicle as an emergency vehicle. Each member shall immediately notify the fire chief if his/her operators license has been suspended, revoked or restricted in any way. Each member is responsible for knowing the status of his/her operators license.

III. PROCEDURE

A. CLASS A VIOLATION

Any member of the Department convicted of a misdemeanor violation shall be automatically suspended from driving municipal vehicles for a period of 18 months from the date of conviction. In addition, any such member shall also be required to attend an approved driver improvement program or equivalent training and be certified to operate emergency vehicles.

B. VIOLATIONS

- 1. "Misdemeanor Violations" referred to in this policy include, but are not limited to the following:
 - a) Driving while intoxicated
 - b) Driving under the influence of controlled substance
 - c) Operating during a period of suspension or revocation
 - d) Permitting an unlicensed person to drive
 - e) Reckless driving
 - f) Leaving the scene of an accident

C. Civil Infractions

1. Any member who receives a civil infraction moving violation on his/her driving record will be prohibited from operating their personal vehicles as an emergency vehicle or from driving any municipally owned vehicles. The suspension may expire after review by Chief/Designee.

2. The Department shall enroll in the Michigan Department of State Bureau of Driver Vehicle and Record program that will automatically notify the Chief/Designee of a violation. Annually, vehicle inspections will be conducted.
 - a) A change in point status license restriction could result in driving status change or possible suspension from the department.
 - b) The Fire Chief may change the driving status of department personnel based on driving complaints, driving ability, or upon recommendation of a command officer.
 - c) A complaint received by the department shall be investigated and become a part of the members personnel file. The member shall also be notified of the complaint.
 - d) A second complaint filed found to be valid against a member of the department may invoke a restriction on driving municipal owned vehicles or personal vehicles as an emergency vehicle and/or may also result in suspension from the department for a period of time set by the Fire Chief.