

SAFE DRIVER PLAN - ASSESSMENT OF POINTS

Driver's Name: _____

On _____, the Safe Driver Plan Committee met to review your involvement in a driving violation or accident, which occurred on _____.

The committee took the following action:

<u>Violation Category</u>	<u>Points Possible</u>	<u>Points Assessed</u>	<u>Points up to 12 mths</u>	<u>Points 13-24 mths</u>	<u>Points 25-36 mths</u>
_____	_____	_____	_____	_____	_____

Comments:

The driving record of Board drivers will be reviewed at least annually. Points will be assigned as convictions, incidents, or accidents occur according to the Safe Driver Plan. A driver involved in a single accident or event, but convicted for more than one (1) violation, will receive no more than the maximum points assigned to the highest violation category.

An accumulation of points may result in the following administrative actions:

<u>Number of Points</u>	<u>Time Period</u>	<u>Action</u>
1 - 2 points within	12 month period	Employee conference with supervisor
3 - 4 points within	12 month period	Verbal warning
5 - 6 points within	12 month period	Written warning/additional training of at least three (3) hours
7 - 9 points within	12 month period	Two (2) day suspension without pay/attend Defense Driving Course (DDC) at driver's expense
10 points within	12 month period	Termination of employment as a driver
15 points within	24 month period	Termination of employment as a driver
20 points within	36 month period	Termination of employment as a driver

A driver has the right to appeal assessment of points and/or administrative actions relating thereto by requesting a hearing before the Safe Driver Plan Committee. The appeal shall be by letter to the Chairperson within five (5) working days of the receipt of the Committee's action, and will state the driver's objection in detail.

Signature of Chairperson	Date	Signature of Driver	Date
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Effective Date:

This plan will be effective on July 1, 1998. Revised October 1, 2000, March 1, 2004, March 1, 2007.

4/05
7/07