

**PLAINSBORO TOWNSHIP BOARD of FIRE COMMISSIONERS**  
**FIRE DISTRICT No. 1**  
**DRIVERS LICENSE REVIEW POLICY**

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**DESCRIPTION:** This policy has been developed to establish a review process for the initial and follow up of driver license status. This policy will apply to members of the Plainsboro Volunteer Fire Company, employees of the Plainsboro Fire District, Fire Commissioners and prediem Firefighters.

1. **REQUIREMENTS:**

- 1.1 During the application process, all applicants for the Plainsboro Volunteer Fire Company or applicants for career employment with the Plainsboro Fire District shall be subject to a motor vehicle review either by the Fire District or obtaining a certified driver history abstract through the appropriate motor vehicle agency.
- 1.2 The internal screening process described in Section 1.1 will be conducted by the Plainsboro Fire District.
- 1.3 Any member of the Plainsboro Volunteer Fire Company who does not possess a valid driver's license upon entering the Fire Company and who acquires a valid driver's license after membership shall be required to submit the necessary information to the Fire Chief within 30 days after the license is issued.
- 1.4 Personnel who are qualified as a driver/operator of any fire company/fire district vehicles or who aspire to become a qualified driver/operator are required to maintain a valid driver's license in order to remain qualified to drive.
- 1.5 Any member of the Plainsboro Volunteer Fire Company, employee of the Plainsboro Fire District, Fire Commissioner or prediem Firefighter described in Section 1.4 who has pled guilty or been found guilty by a court of a moving violation shall be required to immediately notify the Fire Chief and/or the Commissioner in Charge of Personnel. Any member of the Plainsboro Fire Company who has accumulated 6 or more points shall be required to immediately notify the Fire Chief resulting in the removal of his/her name from the active driver's roster. As a condition of employment, employees of the Plainsboro Fire District are required to maintain qualified operator status on all fire company/fire district vehicles. Any fire district employee who has accumulated 6 or more points shall have his/her name removed from the active driver's roster resulting in a disciplinary review by the Board of Fire Commissioners.

- 1.6 Any member of the Plainsboro Volunteer Fire Company described in section 1.4 who has lost his/her driving privileges shall be required to immediately notify the Fire Chief resulting in the removal of his/her name from the active driver's roster. As a condition of employment, employees of the Plainsboro Fire District are required to maintain qualified operator status on all fire company/fire district vehicles. Any fire district employee who has lost his/her driving privileges shall have his/her name removed from the active driver's roster resulting in a disciplinary review by the Board of Fire Commissioners.
- 1.7 Upon reinstatement of driving privileges
  - 1.7.1 The volunteer member or Fire District employee, Fire Commissioner or perdiem Firefighter shall notify the Fire Chief supplying a copy of written correspondence from the appropriate motor vehicle agency confirming the reinstatement of his/her driving privileges. No fire company/fire district vehicles may be operated or personal vehicles of the individual used relative to fire company/fire district activities until such time that driving privilege reinstatement is confirmed by the Fire Chief or his designee.
  - 1.7.2 The Fire Chief shall notify the Board of Fire Commissioners requesting that an internal review of the member's driver's license status be conducted.
  - 1.7.3 The member's driving privileges shall not be restored until a full review of the circumstances that caused the revocation have been conducted by the Fire Chief and the Fire Chief approves the reinstatement of the member's driver's privileges.

2. **PERIODIC REVIEW:**

- 2.1 At least once a year or whenever deemed necessary by the Board of Fire Commissioners and/or the Fire Chief, every member of the Plainsboro Volunteer Fire Company and every employee of the Plainsboro Fire District, Fire Commissioner or perdiem Firefighter that may operate any fire company/fire district vehicles shall be subject to a driver's license review.
- 2.2 Upon completion of the driver's license reviews, the Fire Chief shall examine each record individually with specific scrutiny of individuals who exhibit poor driving records and initiate immediate action regarding individuals whose driving privileges have been revoked or whose driving records create other serious concerns.

- 2.3 Any member of the Plainsboro Volunteer Fire Company, employees of the Plainsboro Fire District, Fire Commissioner or per diem Firefighter who has been listed by the insurance industry (personal auto insurer, Fire District insurer, etc.) as an individual who exhibits an unsatisfactory record, will be subject to a review by the Fire Chief.

3. **OFFICE OF THE FIRE CHIEF:**

- 3.1 As described throughout this guideline, there will be several instances when a review of an individual's driving record will be required. These reviews will be conducted by the Fire Chief and the Fire Commissioner assigned to this responsibility.
- 3.2 These reviews shall have final determination as described below:
  - 3.2.1 Driver meets minimum requirements for safe driving. (At a minimum it is obeying posted speed limits, laws, and rules of the road, paying full attention to the road and being held accountable for one's performance to promote safe driving.)
  - 3.2.2 Driver does not adequately meet satisfactory safe driving performance. (It may require specific training and requalifications.) Driver is disqualified from driving any fire company/fire district vehicles until such time training is completed and approved by the Fire Chief or his/her designee.
  - 3.2.3 Driver is disqualified from driving any fire company/fire district vehicles. (Prior to restoration of driving privileges, specific training, requalification, and a 6 month review shall be required.)
- 3.3 All members who undergo a review as described in Section 3 will be notified of each review along with specific concerns and determination.
- 3.4 All action instituted will be communicated in writing to the affected individual. If the concern is immediate, verbal notification to the affected individual and line officers will suffice followed by written notification.

4. **GENERAL:**

- 4.1 Members of the Plainsboro Volunteer Fire Company who continue to drive any fire company/fire district vehicles or their personal vehicles relative to fire company/fire district activities while their driver's license has expired or who have had their driving suspended or revoked shall be subject to disciplinary action up to and including suspension or termination from the Fire Company to be determined by the Fire Company in accordance with the Fire Company By-Laws.

- 4.2 Employees of the Plainsboro Fire District who continue to drive any fire company/fire district vehicles while their driver's license has expired or who have had their driving privileges suspended or revoked shall be subject to disciplinary actions up to and including suspension without pay or termination of employment to be determined after a review by the Board of Fire Commissioners.
- 4.3 During the time period of a member of the Plainsboro Volunteer Fire Company motor vehicle driver's privilege suspension, the member shall surrender his/her blue light permit and/or red light permit, as applicable, and shall also be restricted from responding to the fire station or directly to emergency scenes while driving personal vehicles. Alternative means of transportation to the fire station e.g. riding with a relative, a friend or another fire company member shall be permissible.
- 4.4 All elements of the Drug & Alcohol Policy as adopted by the Board of Fire Commissioners, including provisions for drug and/or alcohol testing for vehicle operators involved in a motor vehicle accident, are incorporated into this policy.
- 4.5 The Board of Fire Commissioners and the Fire Chief shall keep such details relative to the individual's driving history private and confidential.
- 4.6 The Fire Chief has final authority of determination of driving status with regard to volunteer members. The Board of Fire Commissioners has final authority with regard to dayshift and per diem employees after consultation with the Fire Chief. The decision(s) of the Fire Chief and the Board of Fire Commissioners are final and are not subject to appeal.

**ACKNOWLEDGMENT:**

I hereby acknowledge that I have received, and read the Driver's License Review Policy, I am familiar with it, and I agree to abide by it.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Dated: \_\_\_\_\_

Witness: \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Print name)