

SPRINGFIELD FIRE DEPARTMENT

Series 300

Title:	Annual Driving Record Review & Vehicle Inspection	308
Category:	Health & Safety	7/2017

ANNUAL DRIVING RECORD REVIEW & VEHICLE INSPECTION

To assure that employees of Springfield Fire Department, maintain a valid unrestricted Michigan operator's license and a properly functioning response personal owned vehicle (POV) in accordance with the following guideline.

GUIDELINE

- A. Each employee of this department shall at all times maintain a valid unrestricted Michigan operator license. Any employee failing to maintain a valid unrestricted operator's license shall be placed on administrative leave until such time as he/she obtains a valid unrestricted operator license.
- B. Any employee whose operator license is suspended, revoked or restricted is immediately prohibited from operating any municipal vehicle or a POV as an emergency vehicle. Each employee shall immediately notify the fire chief if his/her operator's license has been suspended, revoked or restricted in any way. Each member is responsible for knowing the status of his/her operator's license.
- C. Any member of the department convicted of a misdemeanor violation pertaining to the ownership or operations of a motor vehicle will be prohibited from operating their POV as an emergency vehicle or from driving any municipally owned vehicle. This driving suspension will expire 18 months from the date of the last violation.
- D. All member's POV will be inspected by the fire chief or his/her designee for compliance with MVC 257.683 through 257.711 at the beginning of employment and annually thereafter.

DEPARTMENT OF MOTOR VEHICLES TRANSCRIP EVALUATION REQUIREMENTS

A. Class A Violations

Any employee of the department convicted of a misdemeanor violation shall be automatically suspended from driving municipal vehicles for a period of 12 months from the date of conviction. In addition, any such employee 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 guideline 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 employee who accumulates more than (2) civil infraction moving violations 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 will expire when the penalty points causing the suspension of emergency vehicle operation are five (5) or less.
2. Biannually the fire chief or designee shall review the driving record and inspect the vehicle of each member of the department.
 - 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 valid complaint received by the department shall become a part of the employee's personnel file. The employee shall also be notified of the complaint.
 - d) A second valid complaint filed against an employee of the department shall 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.

PERSONAL OWNED VEHICLE (POV) INSPECTION

DATE INSPECTED: _____

NAME: _____
(Last, First, Middle)

ADDRESS: _____

DRIVERS LICENSE NUMBER: _____

VEHICLE MAKE: _____ VEHICLE MODEL: _____

VEHICLE PLATE #: _____ COLOR: _____

VEHICLE YEAR: _____

COPY OF REGISTRATION ATTACHED: **(YES / NO)**

COPY OF INSURANCE ATTACHED: **(YES / NO)**

COPY OF DRIVING RECORD ATTACHED: **(YES / NO)**

MAKE, TYPE, & LOCATION OF SIREN: _____

MAKE, TYPE, & LOCATION OF EMERGENCY LIGHT: _____

SAFETY CHECK:

HEADLIGHTS **(Y / N)** BRAKE LIGHTS **(Y / N)** TURN SIGNALS **(Y / N)**

TIRE TREAD **(Y / N)** WINDSHIELD & GLASS **(Y / N)**

OTHER SAFETY DEFECTS OBSERVED ON VEHICLE: _____

APPROVAL FROM THE FIRE CHIEF MUST IS OBTAINED INDICATING THAT THE MINIMUM TRAINING REQUIREMENTS OF THE DEPARTMENT HAVE BEEN COMPLETED, AND ALL DEPARTMENT GENERAL ORDERS PERTAINING TO EMERGENCY VEHICLE RESPONSE HAVE BEEN REVIEWED AND ARE UNDERSTOOD.

FIRE CHIEF DATE

THE ABOVE VEHICLE, ITS BASIC EQUIPMENT, AND EMERGENCY EQUIPMENT (MEET/DO NOT MEET) THE MINIMUM REQUIREMENTS OF THE MICHIGAN MOTOR VEHICLE CODE, ACT 300, and P.A. 1949.

INSPECTING MECHANIC DATE