

Driving Requirements

It is the policy of Spectrum Generations to require new employees and volunteers to submit a current valid driver's license and verification of a safe driving record if driving is a requirement of their position. Annual verification of the validity of staff drivers' licenses and a review of the driving records of all staff members who transport Spectrum Generation consumers may be conducted. Staff and volunteers will be asked to provide current and accurate driving record information and authorization to Spectrum Generations to verify through applicable state database inquiry. Falsification or incorrect reporting of any driving record information may lead to disciplinary action, up to and including termination of employment. Any change in the status of the license of any staff member who transports consumers must be reported to his or her supervisor immediately. Truthful reporting of driving offenses may not automatically result in disciplinary action. All cases will be handled in confidence and on an individual case-by-case basis.

If an employee's/volunteer's license is suspended the employee/volunteer must notify his or her supervisor in writing immediately following the incident. This statement should include the nature of the offense and length of suspension of license. Each case will be reviewed on an individual basis since a current valid driver's license is required for certain positions. Failure to report such incidents of any driving record information may lead to disciplinary action, up to and including termination of employment.

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Signature

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Date