**Sample Acceptable Driving Record Policy**

1. **Purpose:**

The purpose of this policy is to promote safety and reduce risk by establishing clear and consistent guidelines for acceptable driving records. This policy applies to employees of governmental agencies, including cities, towns, water boards, and other authorities, whose job responsibilities require the operation of vehicles owned, leased, or insured by the agency.

1. **Standards for Acceptable Driving Records:**

An acceptable driving record is defined as meeting the following criteria:

* No more than two moving violations within the preceding three years.
* No convictions for Driving Under the Influence (DUI) or similar offenses within the preceding five years.
* No license suspensions or revocations within the preceding five years.
* No at-fault accidents resulting in serious injury or significant property damage within the preceding three years.
* Compliance with all state and local laws governing vehicle operation and safety.

**Alabama Driver’s License Point System:**

The following points are assessed for various traffic violations in the State of Alabama. Points remain on the driving record for two years from the date of the offense.

* Speeding (1–25 mph over the limit): 2 points
* Speeding (26+ mph over the limit): 5 points
* Reckless Driving: 6 points
* Failure to Yield the Right of Way: 5 points
* Passing a Stopped School Bus: 5 points
* Improper Lane Usage: 2 points
* Failure to Obey Traffic-Control Devices: 3 points
* Driving While License Suspended or Revoked: 6 points
* Driving on the Wrong Side of the Road: 4 points

**License Suspension Thresholds:**

* 12–14 points: 60-day suspension
* 15–17 points: 90-day suspension
* 18–20 points: 120-day suspension
* 21–23 points: 180-day suspension
* 24+ points: One-year suspension

*Employees with 10 or more points on their record within the past two years will be considered ineligible to operate agency vehicles.*

1. **Record Review and Reporting Requirements**
* Employee driving records will be reviewed annually to ensure compliance with this policy.
* Employees are required to report any traffic violations, license suspensions, or accidents to their supervisor within five business days of the incident.
1. **Consequences of Non-Compliance:**

Employees who fail to maintain an acceptable driving record may be subject to:

* Suspension of driving privileges
* Reassignment of job duties
* Termination of employment (in cases of severe or repeated non-compliance)

Disciplinary actions will be determined based on the severity of the infraction and the potential risk posed to the agency.

1. **Appeals Process:**

Employees who believe their driving record has been improperly assessed may file a written appeal. Appeals must be submitted to the department head within 10 business days of receiving notification. The appeal must include supporting documentation or evidence.

1. **Policy Review:**

This policy will be reviewed annually or as needed to ensure compliance with Alabama state laws and regulations.

Approved By:

[Name]

[Title]

[Date]

1. **Acknowledgment:**

All employees are required to acknowledge receipt of this policy and their understanding of its terms.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disclaimer:**

This sample policy is provided by the Alabama League of Municipalities Loss Control Division as a general guideline for informational purposes only. It is not intended to serve as legal advice or establish a standard of care. Each member agency is responsible for reviewing and customizing this policy to ensure compliance with applicable local, state, and federal laws. The Alabama League of Municipalities assumes no responsibility or liability for the implementation, use, or consequences of this sample policy. Agencies are encouraged to consult with their legal counsel or risk management professionals before adopting this policy.