

**LAKEWOOD FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

SOG NUMBER: 101.12	ADMINISTRATION
DATE IMPLEMENTED: OCTOBER 16, 2018 DATE REVISED:	TITLE: DRIVER ABSTRACTS

PURPOSE: To assist in evaluating personnel fitness to drive or operate District owned, leased or used motor vehicles or apparatus.

SCOPE: This guideline shall apply to all career as well as volunteer active and active exempt personnel authorized to drive or operate motor vehicles or apparatus owned, leased or used by the District; and, shall include members who use personal vehicles to drive to emergency responses, training/drills or other District/Department sanctioned events.

GENERAL:

1. Driving any motorized vehicle or apparatus is a privilege and not a right;
2. All personnel authorized to drive or operate a motorized vehicle or apparatus shall possess a valid State of New Jersey license;
3. All fire department applicants shall provide a copy of his/her driver's license with their application and shall consent to the District requiring a driving abstract from the Division of Motor Vehicles at the District's expense;
4. Annually, or more frequently if deemed necessary, the Chief or his designee shall request all career as well as volunteer active and active exempt personnel, in addition to authorized drivers, provide a copy of his/her current driver license;
5. By driving or operating District owned, leased or used motorized vehicles or apparatus, or by using personal vehicles to drive to emergency responses, training/drills or other District/Department sanctioned events, personnel consent to the District requiring an annual driving abstract from the Division of Motor Vehicles, at District expense, for purposes of determining whether the driver or operator has any reportable events that impact the driver's or operator's New Jersey Driver License such as a suspension, revocation, violation, conviction, accident or license expiration;

6. The Chief or his designee, with reasonable cause, may request at other times a copy of driver's or operator's current license and obtain a driving abstract;
7. Personnel shall immediately report any change in the status of their driver license to the Chief;
8. The Chief or his designee may suspend or revoke any driver's or operator's driving privilege upon receiving notice of an event which relates to a driver's or operator's ability to safely drive or operate a motorized vehicle or apparatus;
9. Due to public safety issues, the Chief or his designee shall have broad discretion to make a case to case determination of what incidents or events may relate to a driver's or operator's ability to safely operate motorized vehicles or apparatus;
10. The Chief's decision is final unless the District liability carrier mandates otherwise; and
11. All driving abstracts are confidential and shall be maintained as such in accordance with the appropriate District policy. Driving abstracts shall only be utilized for the intended purposed set forth in this standard.