



Policy: Driver's License Records Check and Insurance Requirements

ChildNet Number: CN 009.010

Original Approved Date: June 13, 2007

Policy Revised Date(s): July 10, 2007; August 28, 2007; October 7, 2008; October 2009; May 20, 2010; May 10, 2012

Policy Sunset Date:

COA Standard(s): ASE 6.03

Statement of Policy:

ChildNet requires every employee whose job description includes the transportation of children, or who drives a ChildNet vehicle, to abide by all state and local driving laws, to maintain an acceptable driving record, to hold a current and valid Florida Driver's License and vehicle registration, and to maintain personal liability insurance coverage on any personal vehicle that is used to transport children as required by this policy and procedure.

Board Chair's Signature:

Date:

5/18/2012



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COA Standard(s): ASE 6.03

Definitions:

Acceptable Driving Record: A driving record with the Florida Highway Safety and Motor Vehicles (FLHSMV) Report that confirms an active and valid Florida Driver's License. A Driver's License that is revoked or suspended is not acceptable. Acceptable driving records allow employees, whose job description includes transportation of children or who use ChildNet vehicles, to perform their ChildNet job duties.

Major Violations: For the purpose of this policy, major violations include, but are not limited to:

1. Driving while intoxicated or 'under the influence' (DWI or DUI) or otherwise impaired.
2. Leaving the scene of an accident.
3. Commission of a crime involving the use of a motor vehicle.
4. Careless or reckless driving.
5. Homicide or assault or battery involving use of motor vehicle.
6. Attempting to elude a police officer.
7. Driving with a suspended or revoked license or failure to carry adequate insurance or proof of insurance.
8. One or more license suspensions within a five year period.
9. Speeding twenty (20) miles per hour or more over the speed limit.
10. Excessive speeding in a school zone .

Valid Driver's License: Possession of a valid and active Florida Driver's License.

Statement of Procedure:

Employees required to transport as part of their job description charged with or cited for any major driving violations, regardless of any pending disagreement or dispute regarding the charge or citation, must report such violation in writing, as well as any suspension, revocation, or any other action resulting in an invalid Florida Driver's License to their Supervisor and Human Resources. Such reporting should be immediate, but no longer than within one (1) business day.



Applicable employees with one or more major driving violations during their time of employment with ChildNet will be placed on paid administrative leave for up to three (3) business days and are subject to disciplinary action up to and including termination from employment.

- A. Driver's License Suspensions and Revocations – Any employee without an active and valid Driver's License will no longer be allowed to continue working in their current position, or any other position which requires transporting children and/or driving a ChildNet vehicle as part of their job duties, until the Driver's License is reinstated and active. Reinstatement must take place within 60 days. If the employee's Driver's License is not reinstated within 60 days, the employee may be subject to termination from their employment.

Any employee receiving parking violations, minor, or major citations while driving a ChildNet owned vehicle must report the citation to their Supervisor and Human Resources the same business day of the occurrence or no later than within 24 hours. Employees operating a ChildNet owned vehicle and receiving a parking violation or other violation issued to ChildNet as the vehicle owner via license plate (ie: camera red light violations or toll violations) are responsible for full payment of the citation.

Personal vehicles used to transport children must be in safe working condition, pass all vehicle inspections as requested by ChildNet at any time, and be properly insured as required by Florida Statute.

Prior to offering employment to any candidate whose prospective job involves the transportation of children, Human Resources will run a Driver's License check through the Florida Highway Safety and Motor Vehicles (FHSMV) and annually thereafter.

Regarding employees who use their personal vehicles to transport children, Human Resources, upon hire, will obtain a copy of the employee's Proof of Insurance or "Declaration Page" confirming coverage limits as required by Florida law.

Documentation of the Driver's License record checks and insurance coverage is to be maintained in the Human Resources Information System or employee's personnel file.

Employees who are authorized to drive ChildNet vehicles and meet the insurance carrier requirements, will be considered an insured driver on ChildNet's vehicle insurance policy. If an employee in this category is deemed uninsurable or an insurance risk by ChildNet's insurance carrier, he/she may be ineligible for employment or continued employment with ChildNet.

Employees are not allowed to drive children or operate ChildNet vehicles if their automobile insurance coverage lapses or if their Florida Driver's License is not valid/active or expires.



Job Candidates who are offered positions which require driving of children or ChildNet vehicles:

- A. Are required to provide an original, current and valid Driver's License to Human Resources upon an offer of employment. A candidate, who does not possess a Florida Driver's License, is required to obtain and provide the license to Human Resources within 30 days of employment.
- B. Are required to provide a copy of their automobile insurance policy's Proof of Insurance or "Declaration Page" that includes the name of employee, insurance start date, insurance end date, and specific coverage and limits. Insurance for personal vehicles that will be used to transport children must include limits, as required by Florida law.
- C. Candidates will not be hired if they refuse to cooperate in such screening as indicated in this policy and procedure and/or provide the requested and necessary information and/or do not have an active and valid Driver's License.

Employees who transport children or drive ChildNet vehicles as part of their job duties are subject to corrective action up to and including immediate termination if they fail to comply with these required notifications, continue to drive in the absence of a valid driver's license, continue to drive in the absence of the required insurance, or violate any other provision of this policy and procedure.

Employees will be subject to termination if they refuse to cooperate in such screening as indicated in this policy and procedure and/or provide the requested and necessary information.

President's Signature:  Date: 08-21-26