



# AUTHORIZATION TO ACCESS DRIVER HISTORY REPORT

The East Penn School District (District) is authorized by the Pennsylvania Department of Transportation (PennDot) to access driver history reports for individuals who operate District vehicles and/or transport District students. Access to driver history reports is restricted to district personnel who are authorized by PennDot to retrieve the reports. The district personnel authorized by PennDot may periodically or annually review the status of employees' driver history reports.

The regulations that govern access to individual driver reports require that employees sign an authorization form that authorizes District personnel to review the driver history reports maintained by PennDot. The reports are reviewed only in relation to your responsibilities associated with operating District vehicles and/or transporting district students. This record check will be used to determine the status of your driver's license and any history of driving infractions that may call into question your ability to operate District vehicles and/or transport District students in a legal and safe manner. Any infractions recorded may or may not affect your continued employment with the District.

I \_\_\_\_\_, (an employee of or driver for the District) authorize the East Penn School District personnel designated by PennDot to conduct periodic or annual checks of my driving history as maintained by the Pennsylvania Department of Transportation. My signature authorizes such checks for as long as I am employed by the District or provide services to the District, which require the operation of District vehicles and/or the transportation of District students. My signature also verifies that the District shall conduct such checks only as they relate to my responsibilities associated with my employment relationship to the District.

### EMPLOYEE INFORMATION

<b>Status:</b>	<input type="radio"/> Facilities/Custodian	<input type="radio"/> Employee	<input type="radio"/> Coach	<input type="radio"/> Volunteer	<input type="radio"/> Nutrition, Inc.
<b>Last Name:</b>	<b>First Name:</b>		<b>Middle Initial:</b>		
<b>Driver's License Number:</b>	<b>Driver's License Expiration Date:</b>		_____ MM/DD/YYYY		

I certify that the information provided above is true and complete. I understand that false or misleading information given on this form will render my application void and may result in termination of my employment or volunteer assignment. I authorize the East Penn School District to obtain my driving records as part of the driver's license check through the Pennsylvania Department of Transportation.

I understand that I have the right to request a copy of my driving record and to know the source or sources of my driving record, for a two-year period preceding my request.

I understand that District may take adverse action affecting my employment, based on information in my driving record. If such adverse action is taken, I acknowledge that my rights are as follows:

- District must notify me in writing of any such adverse action.
- I have the right to receive a copy of the driving record upon which the adverse action was based.
- I have the right to receive a summary of my rights under the Fair Credit Reporting Act.
- I have the right to know the name, address, and phone number of the consumer reporting agency that provided my driving record to District.
- I have the right to obtain a free copy of my driving record from the agency that provided it, if such request is made within 60 days from the date that District took adverse action.
  - I have the right to dispute the accuracy or completeness of my driving record with the consumer reporting agency that provided it, and request that errors be corrected.

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

*Note: You may decline granting permission for the East Penn School District to access your Pennsylvania Department of Transportation driver history report by placing your name in the blank line above and writing DECLINE in the Employee Signature line. If you decline access to your driver history report, you will NOT be permitted to operate District vehicles and/or transport district students.*



## DRIVER HISTORY REPORT EVALUATION GUIDELINES

The following guidelines have been established for the evaluation of Driver History Reports for individuals who operate East Penn School District (District) vehicles and/or transport District students.

An individual will be ineligible to operate District vehicles and/or transport District students if the individual has:

- One (1) or more Type A violations in the past three years.
- Four (4) or more Type B violations in the past three years.

An individual may also be declared ineligible by the District based upon violations below these levels on a case-by-case basis.

### Type A Violations

- Driving while intoxicated.
- Driving under the influence of drugs.
- Negligent homicide arising out of the use of a motor vehicle.
- Using a motor vehicle for the commission of a felony.
- Aggravated assault with a motor vehicle.
- Permitting an unlicensed person to drive.
- Reckless driving.
- Speed Contest.
- Hit and run (bodily injury or property damage) driving.

### Type B Violations

- All moving violations not listed as Type A violations.