

|                                                                                                                                                                                                   |  |                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------|
| <b>TITLE: Driver Qualification &amp; Motor Vehicle Record Policy</b>                                                                                                                              |  | <b>NUMBER: ADMIN 1.6</b> |
|  <div style="text-align: center;"> <b>CENTRAL LYON COUNTY FIRE PROTECTION DISTRICT</b><br/> <i>Policy</i> </div> |  |                          |
| <b>ISSUE DATE: September 10, 2026</b>                                                                                                                                                             |  | <b>REVISION DATE:</b>    |
| <b>REVIEWED DATE:</b>                                                                                                                                                                             |  | <b>EXPIRATION DATE:</b>  |

|                    |
|--------------------|
| <b>1.6.1 SCOPE</b> |
|--------------------|

The scope of this Standard Operating Procedure applies to all Central Lyon County Fire Protection District (Central Lyon Fire) employees who are qualified to operate the District's motor vehicles, including Volunteer members and Administrative personnel operating vehicles for department business.

|                      |
|----------------------|
| <b>1.6.2 PURPOSE</b> |
|----------------------|

The purpose of this Policy on Driver Qualification & Motor Vehicle Record (MVR) Policy is to reduce vehicle-related losses by ensuring employees who operate Central Lyon Fire vehicles maintain acceptable driving records and qualifications.

|                     |
|---------------------|
| <b>1.6.3 Policy</b> |
|---------------------|

**1.6.3.1 Policy Applicability.**

- A. Obtain an Motor Vehicle Record (MVR) at hire or before authorization to operate District vehicle(s).
- B. Obtain an MVR at least annually thereafter.
- C. May review additional MVRs following preventable accidents or when driving qualifications may have changed.

**1.7.3.2 Driver Eligibility.**

- A. Major violations such as DUI, reckless driving, hit-and-run, license suspension, or felony vehicle offenses may result in loss of driving privileges.
- B. Repeated moving violations or preventable accidents may result in loss of driving privileges.
- C. Final eligibility determinations are made by the Fire Chief or designee.

**1.7.3.3 Employee Responsibilities**

- A. Report any license suspension or revocation within 24 hours.
- B. Report DUI arrests, convictions or dismissals.
- C. Report preventable accidents involving department vehicles.

**1.7.3.3 District Responsibilities**

- A. The District will maintain an annual log and report of employees, hire date, State license, MVR initial and annual request dates, MVR received, review and acceptance or mitigation notes, and the next required Review.

|                                       |
|---------------------------------------|
| <b>1.1.4 OTHER RELATED REFERENCES</b> |
|---------------------------------------|

**CENTRAL LYON COUNTY FIRE PROTECTION DISTRICT**  
**ADMIN 1.6 Policy-Driver Qualification & Motor Vehicle Record Policy**

- None

**1.1.5 APPROVALS**

|                       |             |
|-----------------------|-------------|
| <b>District Chief</b> | <b>Date</b> |
| <b>Fire Board</b>     | <b>Date</b> |