





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Driver's License and Driving Records	SECTION/TOPIC: PERSONNEL
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REVISION DATES:	APPROVED BY: Gary Vickerson  <hr/> PRESIDENT – BOARD OF DIRECTORS Tim Pope  <hr/> FIRE CHIEF

I. PURPOSE

- A. This Standard Operating Procedure establishes Driver's License requirements and the annual review of driving records.

II. SCOPE

- A. This Standard Operating Procedure applies to all members of the Northern Wake Fire Department that drive and operate vehicles and apparatus.

III. PROCEDURE

A. Driver's License

- All Northern Wake Fire Department (NWFD) members must have a valid North Carolina Driver's License before driving any NWFD vehicle or apparatus.
 - Volunteers – Class C Minimum
 - Full-Time and Part-Time Employees - Class B Minimum
- Each member must provide a copy of his/her Driver's License, as well as any renewals, to the Administrative Assistant and he/she will place the copy in the member's personnel file.
- Each member must have their Driver's License in their possession when operating any NWFD vehicle or apparatus.
- Any member that is approved to drive any NWFD vehicle or apparatus must immediately notify his/her supervisor of any status change in their Driver's License, including expiration and suspensions.
- The supervisor must report these status changes to the Deputy Chief of Operations, who will in turn, notify the Fire Chief.
- The Fire Chief or his/her designee will then determine the member's status, as far as their driving privileges.

B. Driving Records

- All drivers of NWFD vehicles and apparatus are expected to maintain good driving records, which at a minimum shall mean:
 - No convictions of reckless driving or DWI/DUI within the prior seven years
 - No license suspensions within the prior seven years

- c. Not more than one conviction for speeding within the prior twelve months.
2. All drivers of NWFD vehicles and apparatus must immediately notify their supervisor of any traffic violations they receive.
3. The supervisor must report these violations to the Deputy Chief of Operations, who will in turn, notify the Fire Chief.
4. The Fire Chief or his/her designee will then determine the member's status, as far as their driving privileges.
5. At least annually, the Fire Chief or his/her designee, shall retrieve the driving records of all drivers of NWFD vehicles and apparatus and shall verify that each driver meets the requirements of this policy.
6. Any driver not meeting the requirements will immediately have his/her driving privileges revoked.
7. The retrieved driving records will be placed in each member's personnel file.