



Nye County School District

Board Policy

8483

DEPARTMENT OF MOTOR VEHICLE (DMV) DRIVER HISTORY RECORDS CHECK

PURPOSE: To safeguard people and equipment, reduce the frequency and severity of accidents, and reduce liability.

RESPONSIBLE OFFICE: Chief Operating Officer (COO)/Designee & Director of Transportation/Designee

Driving a Nye County School District (NCSD) vehicle is a privilege. NCSD reserves the right to deny or revoke driving privileges in the event NCSD determines that an individual's use of an NCSD vehicle poses a risk to NCSD or the public **safety or a liability for NCSD.**

If a new employee's position requires that the employee operate an NCSD vehicle, employment will be contingent upon **receipt of and a** satisfactory **review of a motor vehicle DMV Driver History** record. NCSD may, at any time, review an existing employee's motor vehicle record to determine if the driver retains an acceptable **driving** record. NCSD expects to review driver records at the time of hire and at least annually but may also review them at a more frequent interval **if necessary.** This also applies to Board of Trustee (BOT) members who occasionally use NCSD vehicles or use their personal vehicles on NCSD-related business.

An employee who does not operate an NCSD vehicle at the time of hire but is tasked to do so after initial hire must provide the Transportation Department with a DMV Driver History record no more than 30 days old before operating any NCSD vehicle.

Drivers Employees who receive traffic citations while acting as an agent of NCSD will be responsible for paying in full any outstanding fines in accordance with all applicable federal, state, and local laws. Employees are required to promptly report **and provide a copy of the citation** to their supervisors within one (1) business day. Any moving violations or accidents that occur during their employment, whether the incident occurred while driving **on an NCSD-related-business vehicle** or on personal time **in a privately owned vehicle** regardless of any issue of fault, **must be reported. Any reported traffic citations must be provided to the Transportation Department before the employee is authorized to resume operating an NCSD vehicle.**

Violation of NCSD motor vehicle use policies and regulations may subject the employee to progressive discipline, up to and including termination.

REVISION HISTORY

Date	Revision	Reviewed	Modification
September 11, 2008	1.0		Adoption
November 9, 2020	2.0		Amendment
September, 2024	3.0		Amendment: Updated driver history record and reporting citation process



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1st Reading