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S.O.P. #: 400-25

SUBJECT: DRIVER'S RECORD NOTIFICATION PROGRAM

DIVISION: UNIFORM/CIVILIAN PERSONNEL

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**Objective:** It is the policy of Baltimore County and the Baltimore County Fire Department to establish a uniform system for authorization to drive county-owned or county insured vehicles. A safe driving record is required as a prerequisite for the privilege of driving in the course of County employment. The Driver's Record Notification Program gives the department the ability to monitor personnel driving records and to ensure compliance.

**Section 1: Program Description**

- A. The Fire Department's Safety Office receives copies of personnel driving records through the Maryland Motor Vehicle Administration (MVA), Special Attention Code Flag Program.
- B. This record is reviewed for the total number of points assessed and/or any serious motor vehicle violations committed.
- C. An individual's county driving privilege may be modified, suspended, or revoked, based on the accumulation of points or assessment of penalty by an Administrative Law Judge.
- D. Section 2 of this S.O.P. outlines the accumulated point system and associated corrective action.

**Section 2: Point System/Corrective Action**

- A. In accordance with the Maryland Motor Vehicle Law, anytime an employee's driver's license has been suspended, revoked or refused, that individual's county driving privilege will also be suspended immediately. Any loss of driving privileges may result in additional departmental action due to the inability of the employee to comply with their job requirements.
- B. When two (2) points are accumulated, a copy of the employee's driving record will be forwarded to the appropriate supervisor. The supervisor will review the record with the employee, including the consequences of accumulating additional points. The supervisor will document the meeting using Verbal Counseling form (Form 22) and distribute as instructed on the form.
- C. When four (4) points are accumulated, the supervisor will review the employee's past driving performance to identify any patterns of unsafe driving behavior. The employee will attend a driver training class scheduled by the supervisor through the Fire-Rescue Academy, in conjunction with the Safety Office. The supervisor will document this meeting on a Disciplinary Action form (Form 259) and distribute as instructed on the form.
- D. When six (6) or more points are accumulated, the Division/Battalion Chief will notify the employee of the suspension of their county driving privileges. This loss of driving privileges may result in additional departmental action due to the inability of the employee to comply with their job requirements. Action will be taken as per department rules and regulations.

**Section 3: Responsibilities**

- A. It is the employee's responsibility to notify their immediate supervisor when their driving record is in jeopardy of violating the safe driving policy and would fall into one of the categories outlined in Section 2 of the S.O.P.

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- B. The employee's immediate supervisor is responsible for initiating the necessary corrective action outlined in Section 2 of this S.O.P.
- C. This policy in no way relieves the individual of any other legal responsibilities imposed by local, state or federal statutes or regulations.
- D. The Maryland Motor Vehicle Administration's (MVA) Code Flag Program will forward copies of employee's driving records to the Fire Department's Safety Office for program coordination. Copies of driving records with entries posted that would fall into categories outlined in Section 2 of the S.O.P. will be forwarded to the appropriate Division/Battalion Chief for further evaluation.