
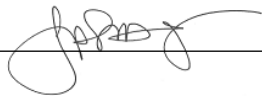


DMV Driver Alert Process		
Section/Area: Administration		
Approved by: _____  EMS Deputy Chief		
Effective Date: 4/13/2021	Revision Date:	

PURPOSE

This guideline outlines the process and business rules to acknowledge and process DMV Driver Alert notifications.

SCOPE

This guideline is applicable to all members of the Department of Emergency Medical Services.

REFERENCES AND RELATED DOCUMENTS

VBEMS Professional Conduct Policy
COVB Fleet Asset Operation (AD 5.01)
COVB OSHS DMV Process

GUIDELINE/PROCEDURE

1. COVB Occupational Safety and Health Services (OSHS) is ultimately responsible for the DMV Driver Alert program. Per their process:
 - a. All City employees, contractual employees and volunteers who drive City vehicles, transport clients in personal vehicles or receive a car allowance will be enrolled in the DMV Driver Alert Program. DMV will continuously monitor the driving record of those employees enrolled in this Program and send notification whenever one of the following occurs on the employee's driving record:
 - i. DUI
 - ii. Reckless Driving
 - iii. Suspension, Revocation or Restriction of driver's license
2. VBEMS will enroll all volunteer members in the VBEMS DMV Driver Alert program upon approval of their application starting on 3/01/2021.
 - a. If the volunteer member has an out of state driver's license, they are required to obtain a VA driver's license within sixty (60) days of relocating, per Virginia law.

- b. If the individual is able to maintain an out of state driver's license, they shall provide an updated out of state DMV transcript every 12 months to VBEMS.
3. All VBEMS employees with DMV fob access will receive the DMV Driver Alert email notifications. The VBEMS Volunteer Human Resources Officer will primarily manage all notifications unless on leave.
4. When a DMV Driver Alert email is received:
 - a. VBEMS will log into DMV and check the report within hours of receipt.
 - b. If the individual's license has been revoked, suspended, restricted or is expired, or a conviction for reckless driving or DUI is in place, an immediate notification will be made to OSHS to include the individual's name and license number.
 - c. OSHS will be notified via 1) telephone or 2) email (if no answer) on the same day.
 - d. VBEMS will proceed with internal process if driving privileges are affected to include notifications to member, squad commander and updates to OSCAR and Licensure.
 - e. OSHS will review the DMV report and send official Negative Finding's Letter to department. This letter will be placed on file with VBEMS.
 - f. If other DMV alerts are provided, they may not require OSHS notification and should be acted upon individually.
5. OSHS will continue to monitor and perform rechecks every 3 months until the situation is resolved. VBEMS will send verification of resolution of licensing issue to OSHS, if received.
6. The department PALS will ensure that the appropriate driving designation is made in InSITE for city employees.
7. Upon resigning or exiting, the VBEMS Volunteer Human Resources Officer will remove the individual from the VBEMS DMV Driver Alert Program
 - a. On a quarterly basis, the VBEMS Volunteer Human Resources Officer will send a list of newly removed volunteer members to OSHS.