

Driver's License Requirements

1044.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to establish procedures to ensure that all Toms River Fire Department members who drive as a part of their duties have and maintain required driver's licenses.

1044.2 POLICY

Best Practice

In order to promote driver safety, it is the policy of the Toms River Fire Department that any member who is assigned duties that require him/her to drive department vehicles or equipment, or drive a privately owned vehicle while conducting department business, has and maintains driving privileges and licenses consistent with his/her duties.

1044.3 REQUIREMENTS

Best Practice

MODIFIED

Any member who is assigned duties that require him/her to drive department vehicles, equipment or private vehicles shall be required to obtain and maintain a valid basic automobile driver's license.

Seasonal members are permitted to have a valid driver's license from another state.

1044.3.1 REVIEW OF RECORDS

Best Practice

MODIFIED

The Board of Fire Commissioner's designee shall monitor the driving history of all members who are assigned duties that require driving while conducting department business, to confirm each driver has a valid driver's license and to monitor driving records for potential problem behavior.

The designee appointed to monitor driving records shall be responsible for reviewing the driver's license reports as part of the hiring process and any time an incident occurs that affects a member's eligibility to drive.

Whenever the designee appointed to monitor driving records becomes aware of changes that could affect a member's eligibility to drive, the designee should notify the affected member, the member's immediate supervisor and the Health and Safety Officer.

1044.3.2 NEW EMPLOYEES

Best Practice

Prospective member driving records shall be evaluated to confirm that the applicant has a valid driver's license and to review the type and number of traffic violations and accidents on the record.

At the time of hire, a new member whose duties require driving a vehicle while conducting department business shall be required to present a valid driver's license.

1044.3.3 CURRENT EMPLOYEES

Best Practice

MODIFIED

Toms River Fire Department

Policy Manual

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Driving records of existing members shall be evaluated to confirm that the member has a valid driver's license and to review any traffic violations and accidents.

Any member who drives a vehicle while conducting department business must immediately notify his/her supervisor of any suspension, revocation or other change in the status of his/her driver's license. Any violation of this procedure may result in disciplinary action, up to and including termination.

Any member who does not possess a valid license shall not drive any vehicle while conducting department business.

If a member's driver's license is suspended, revoked or becomes invalid, the Department may, at its discretion, take any combination of the following actions:

- (a) Assign a member to duties which do not require driving, for up to 60 calendar days from the date of the New Jersey Motor Vehicle Commission (MVC) report, to allow the member an opportunity to seek the reinstatement of his/her driver's license, provided:
 - 1. The member can still perform the majority of his/her job duties.
 - 2. There is minimal impact on the Department work output.
- (b) Place a member on leave without pay for up to a maximum of six months from the date of the MVC report pending license reinstatement, or up to a maximum of four months if the member has already been assigned to non-driving duties for 60 calendar days.

Any member who is unable to obtain reinstatement of his/her driver's license may be subject to disciplinary action, up to and including termination.

1044.3.4 MARINE VESSELS

Agency Content

Any member who has not completed a Boater Safety course shall not operate any district marine vessel while conducting department business.