

STANDARD OPERATING GUIDELINE

Topic: Eligibility for Vehicle Fleet Operations	S.O.G. # 5.12
Approved by: Virginia Leavell, Chief	Revised: 8/31/2020 Approved: 8/31/2020

Purpose:

To provide information regarding eligibility and continued renewal for eligibility to operate any CARS fleet vehicles.

Introduction:

As part of the ongoing quality assurance and professional responsibility accepted by the CARS organization, the following defines those procedures necessary to assure competent and qualified operators for any CARS vehicle fleet, regardless of any need;

New Members:

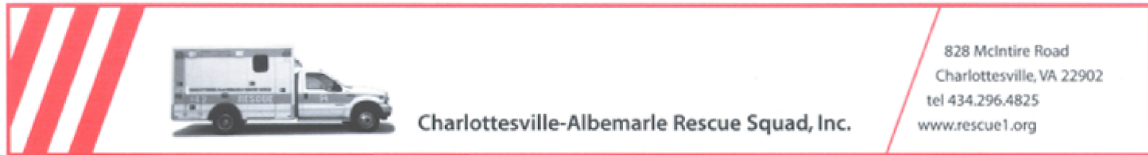
As part of the application process, all new members will be required to submit a copy of their driving record (transcript) for the locale of their residence, not to exceed thirty (30) days prior to the submission date of the membership application.

The member must meet the current insurance carrier standards in order to be eligible to operate any CARS fleet. In addition, in order to qualify as the “operator” for any permitted EMS vehicle of the CARS fleet, the individual must meet all requirements as set forth by the Virginia Emergency Medical Services Regulations as well as any required release process as established by the CARS organization.

Driving candidates may have no DUI convictions within the past 5 years and no Reckless Driving convictions within the past 2 years. Furthermore, candidates with -4 or more points against their record may have no driving violations within the past year. All candidates with negative points are subject to Safety Committee review prior to beginning the release process.

Continuous and Annual Review:

As part of a quality review process, all active and any other CARS members who may be subject to the operation of a CARS fleet vehicle will be subject to continuous monitoring of driving transcript. Additionally, all active and any other CARS members who may be subject to the operation of a CARS fleet vehicle may have an annual audit for their driving transcript. This will be at no cost to the individual member. This review process will be in accordance with the organization’s vehicle insurance carrier and as may be required by the Virginia Emergency Medical Services Regulations.



Self-Reporting Requirement:

All active and any other CARS members who may be subject to the operation of a CARS fleet vehicle are required to immediately provide written notification to the Chief of any convictions, regardless of the state where an infraction occurred, and of any changes to their operator's or driver's license. This notification must be completed no more than ten (10) calendar days following the conviction date.

Non-Eligibility:

Individuals may be identified as non-eligible operators for any or all of the CARS fleet by the following means:

1. Self-reporting
2. Operational decision
3. Safety Committee recommendations
4. Initial submission of driving record (transcript) not meeting established eligibility criteria
5. Continuous monitoring of driving record
6. Annual audit and review of driving record

Should an individual be identified as non-eligible to operate a CARS fleet vehicle, efforts will be undertaken to identify potential remediation processes (if applicable) or potential length of non-eligibility as defined by organizational standard operating guidelines, insurance carrier requirements or the Virginia Emergency Medical Services Regulations.