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***CRMA- Driver Record Review Program***

This is a standard for all member districts and represents our current Driver Record Review Program. The standards are intended to ensure that persons driving district vehicles or private vehicles on district business are safe and competent drivers. Generally, only individuals 21 years of age or older should be allowed to drive district vehicles or personal vehicles on district business. Each school district within the CRMA JPA shall establish and maintain a Driver Record Review Policy and shall maintain records regarding the eligibility of each driver.

**II. DRIVER ELIGIBILITY**

**A. Individuals who are employees of the district shall be eligible to drive a district vehicle provided:**

1. The individual has a current valid California driver's license, a copy of which is on file with the school district.
2. The individual is enrolled in the Department of Motor Vehicles employer Pull Notice Program pursuant to Vehicle Code section 1808.1 and a current DMV printout of the individual's driving record is on file with the school district.
3. The individual, at the time he or she drives the vehicle, has no more than one point under the points system set forth under III Point System, below.

**B. Individuals who are not employees of the district shall be allowed to drive district or non-district vehicles on district business provided:**

1. When driving a non-district vehicle, the individual has in effect an automobile insurance policy with coverage on the non-district vehicle being driven with minimum liability limits of \$100,000/\$300,000 per accident, \$50,000 property damage and \$2,000 per accident medical payments coverage.
2. The individual has a current valid California driver's license, a copy of which is on file with the school district.
3. The individual is either
  - i. Enrolled in the Department of Motor Vehicles employer Pull Notice Program pursuant to Vehicle Code section 1808.1, or
  - ii. Has provided the district at the commencement of each semester during which they will be driving a vehicle on district business a current DMV form or printout (H-6 or equivalent) setting forth the individual's driving record.
4. The individual, at the time he or she drives the vehicle, has no more than one point under the points system set forth under III Point System, below.

C. Individuals who are employees of the district driving personal vehicles on district business shall be subject to the same requirements as nonemployees driving personal vehicles as set forth in II.B. above.

D. It is the responsibility of each individual driver to notify the district immediately of any change in the status, class, and restriction to his or her California driver's license and any change in his or her driving record. The district may ask for periodic updates, at the district's expense, to verify driving records.

Administrators will be required to:

- 1) Provide a copy of drivers license to transportation dept.
- 2) Provide a copy of auto insurance policy to transportation dept. annually
- 3) Complete a pull-notice form (from transportation dept.)