



**Citrus Heights Fair Oaks Downtown Midtown**

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**Discovery Tree and Arista Schools - DRIVER QUALIFICATION REQUIREMENTS**

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Any job offers made to an employee-candidate for a position with driving duties shall be contingent upon a **MVR** meeting the required standards; continued employment in a position with driving duties, also requires an **MVR** meeting the standards outlined below.

**DRIVING STANDARDS**

**Employee has been notified of Discovery Tree and Arista Schools driving MVR standards (below);**

Employees must complete all pre-service training and certifications required, in addition to on the job training in school owned vehicles with Supervisor present.

Employee must have a clean driving record including:

Past and current driver's license statuses including suspensions, revocations, and cancellations.

Driver's license class.

Special driver's license endorsements.

\*\*\*Any restrictions on your license.

No major violations including but not limited to DUI, speeding in excess of 15 mph over posted speed limit, racing, hit and run,

No more than 2 moving violations within past 3 years.

No more than 1 at fault accident within past 3 years.

**MVR REPORT**

Drivers must maintain a motor vehicle record as part of their Driver Qualification file. Discovery Tree and Arista Schools will request each driver's MVR upon hire and/or qualifying to drive school vans and every 12 months afterwards. Records to be reviewed annually and will be kept for 3 years.

The carrier must review the motor vehicle records of drivers it employs to determine whether that Driver must meet minimum requirements for safe driving or is disqualified to drive a CMV (per **391.15**).

**MVR REPORT HISTORY**

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Name \_\_\_\_\_

CDL \_\_\_\_\_

Other Dr. Lic – State \_\_\_\_\_ # \_\_\_\_\_

Initial DMV Report \_\_\_\_\_

Cleared \_\_\_\_\_

Annual DMV Report \_\_\_\_\_

Cleared \_\_\_\_\_

Annual DMV Report \_\_\_\_\_

Cleared \_\_\_\_\_

Annual DMV Report \_\_\_\_\_

Cleared \_\_\_\_\_

I \_\_\_\_\_ have been informed of and trained on Discovery Tree and Arista  
Schools

Print Name

\_\_\_\_\_ Job Description \_\_\_\_\_

\_\_\_\_\_ MVR Requirements \_\_\_\_\_

\_\_\_\_\_ Auto Road Hazard Procedures \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Auto Road Hazard Procedures**

In any event, your **FIRST** action should be to make sure all passengers are safe. Once this is done, if there is no danger, call **CHP**.

**NEVER LEAVE CHILDREN ALONE**

1. Call Discovery Tree and Arista Schools immediately after CHP, so the director may be informed and come get the children if no one is hurt.
2. Exchange Name, Phone No., Address, Car license #, Driver's License #, and Insurance carrier name and policy #, (photo proof of insurance card w/cell phone).
3. Take cell phone photos of **BOTH/ALL** vehicles involved.
4. Relate your perspective of the event to the CHP office in a calm, objective manner.
5. Obtain a report number and officers badge number and name for future inquiries.

**CALIFORNIA HIGHWAY PATROL 1 (800) 835-5247**

**Discovery Tree and Arista School: (916)**



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