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|  PA TURNPIKE COMMISSION POLICY <i>This is a statement of official Pennsylvania Turnpike Policy</i> | | NUMBER: 3.06 |
| | | APPROVAL DATE: 10-07-1975 |
| POLICY SUBJECT: Driver's License Records Checks and Loss of Driving Privilege | RESPONSIBLE DEPARTMENT: Human Resources | EFFECTIVE DATE: 10-07-1975 |
| | | REVISED DATE: 03-07-2017 |

A. PURPOSE:

To establish the Pennsylvania Turnpike Commission (PTC) policy governing an employee's loss of driving privilege and to set guidelines and procedures for all employees to ensure proper licensing.

B. SCOPE:

This policy applies to all employees of the PTC workforce whose positions require the possession of a driver's license for the performance of their duties.

C. GENERAL POLICY:

As an employer and entity within the transportation industry, it is imperative that the PTC ensures that its employees are properly licensed to operate vehicles and equipment in the performance of their duties. Employees who drive in the furtherance of the PTC's mission must do so legally and safely. Adherence to this policy is essential to ensure that the foregoing is accomplished. Each employee will be held accountable for fulfilling his/her responsibilities identified in this policy and will be subject to appropriate disciplinary action, up to and including termination, for failing to do so.

Driver's License Records Reviews

A monthly review is conducted of employee driver's license records for employees who are required to possess a valid driver's license. Additionally, specific reviews are conducted when there is reason to believe that an employee whose job requires a driver's license may be driving while on duty without a valid driver's license.

Possession of Valid Driving Privilege

Employees are to be in possession of the appropriate driver's license and, if applicable, proper endorsements when operating a vehicle or piece of equipment on PTC business. In accordance with Title 75 of the Pennsylvania Vehicle Code, employees must possess a valid Commercial Driver's License (CDL) with the appropriate endorsements and all applicable restrictions lifted for the vehicle being operated.

It is a violation of PTC policy to operate a PTC vehicle without a valid license of the appropriate class. Likewise, no employee is to operate a personal vehicle or any other vehicle or piece of equipment in the scope of PTC business without a valid driver's license of the appropriate class. The same concept applies in circumstances where any required credentials (i.e., Medical Examiner's Certification) must accompany a driver's license in order for the license holder to legally operate certain vehicles or equipment.

An employee who operates a vehicle or piece of equipment in the scope of PTC business without a valid driver's license of the appropriate class, including other required credentials, will be subject to removal from the work schedule and disciplinary action, up to and including discharge. The potential for removal from the work schedule and disciplinary action also exists for any employee in a position that includes driving in the scope of PTC business who allows his/her driver's license or Medical Examiner's Certification, if applicable, to expire.

Notification of Loss of Driving Privilege

An employee who operates a vehicle or piece of equipment requiring possession of a driver's license for PTC business purposes or an employee in a position that includes driving in the scope of PTC business is to notify his/her supervisor immediately of any impending loss of his/her driving privilege. A union employee who fails to notify his/her supervisor in accordance with Article 25, Section 2.E. of the Collective Bargaining Agreement is subject to immediate discharge.

Notification of Ignition Interlock

An employee who is required to use an ignition interlock on any vehicle must notify his/her supervisor immediately. The PTC does not permit employees to operate its vehicles or equipment while an employee is subject to an ignition interlock restriction. Installation of ignition interlock systems on PTC vehicles or equipment is prohibited.

An employee's supervisor and the department head may review situations where an employee is subject to an ignition interlock system and determine if the employee may operate his/her personal vehicle with the ignition interlock system for PTC travel. If travel is part of an employee's duties, he/she will be expected to continue to perform those duties without additional expense to the PTC or impact to its operation. An employee using an ignition interlock system in his/her personal vehicle (owned, leased or otherwise) will not be eligible for mileage reimbursement or a vehicle stipend as provided by Policy 6.4, PTC Vehicle Policy. If the employee is unable to fulfill his/her duties, disciplinary action, up to and including termination, may result.

Action to be Taken for Loss of Driving Privilege

When an employee's duties involve the operation of a vehicle or piece of equipment that requires possession of a driver's license, the employee shall be subject to removal from the work schedule and disciplinary action, up to and including discharge, if he/she has a loss of driving privilege.

While the PTC will evaluate each case individually, the following guidelines will apply when an employee's driving privilege is cancelled, disqualified, recalled, restricted, revoked, or suspended.

- A. Initial hire, probationary employees who require a driver's license for the performance of their duties are subject to termination for any loss of driving privilege.
- B. When a permanent employee's job requires possession of a driver's license, the following provisions shall apply to loss of driving privilege:
 - 1. First loss of driving privilege for six (6) months or less – Employee will be removed from the work schedule (suspended) until a valid license and proof of reinstatement is presented to the PTC.
 - 2. Second loss of driving privilege (any duration) or loss of driving privilege for more than six (6) months – Employee will be provided an opportunity to resign prior to the beginning of such loss of driving privilege. If the employee does not choose to resign prior to the loss, he/she will be discharged.

Employee Suspension and Medical Coverage

If an employee is suspended, the employee is in a non-compensable status. Employees who are suspended will lose medical benefits on the first of the month following their suspension date unless the employee elects to self-pay for benefits under COBRA. Medical benefits will be reinstated the first of the month following the employee's return from suspension.

D. DEFINITIONS:

Loss of Driving Privilege. When an individual's driver's license has been cancelled, disqualified, recalled, restricted, revoked, or suspended. This pertains to all classes of both commercial and noncommercial driver's licenses, as well as any other required credentials (i.e., endorsements).

Title 75 of the Pennsylvania Vehicle Code. Requires drivers to have in their immediate possession a valid driver's license and, if required, the necessary endorsements for the vehicle being driven.

E. PROCEDURES:

Employees

Employees are required to provide a copy of their driver's license to Human Resources immediately upon employment if their job requires a valid driver's license or immediately upon entering a position which requires a valid driver's license.

It is the employee's responsibility to notify his/her supervisor of the impending loss of driving privilege immediately. The employee is responsible to provide any requested documentation regarding the loss of driving privilege to their supervisor. Failure to comply with this procedure may result in discipline up to and including discharge.

Human Resources

Human Resources is responsible for providing driver's license information to the Pennsylvania Department of Transportation for those employees who are required to possess a valid driver's license based on their job. In the event an employee is found to not have a required driver's license, Human Resources will notify the employee's supervisor and department head and initiate appropriate follow-up action in accordance with this policy.

This Policy Letter supersedes all previous Policy Letters on this subject.



Acknowledgement of Policy 3.06 – Driver’s License Records Checks and Loss of Driving Privilege

I acknowledge receipt of Policy 3.06, Driver’s License Records Checks and Loss of Driving Privilege and agree to abide by and comply with all provisions of this policy applicable to my position. I will provide my driver’s license information to Human Resources if my job requires a valid driver’s license, if I am on the CDL callout list or for any reason if deemed necessary by the PTC that is relative to my position or job assignment. I understand that a monthly check will be conducted of my driver’s license and any loss of driving privilege may result in disciplinary action up to and including termination of employment. I will not engage in any conduct which violates Policy 3.06, Driver’s License Records Check and Loss of Driving Privilege and will immediately disclose any impending loss of driving privilege to my immediate supervisor and/or the Human Resources department.

Print Name: _____

Date: _____

Signature: _____