

River Valley Child Development Services

Personal Vehicles -- Practice

Effective: August 30, 2013

Employees who drive RVCDS owned vehicles or their personal vehicle for work-related business and are required to take a defensive driving course are to provide RVCDS with specific documentation as shown below:

1. copy of current valid driver's license
2. copy of proof of automobile liability insurance coverage
3. completed request for driving record

This information will be submitted to the appropriate state agency approximately every 18 months as required by our insurance carrier and the WV Board of Risk Management.

Employees are asked to self-report to their supervisors if any of the following occur:

- They receive a moving violation
- They have 9 or more points on their driving record

Employees who fail to comply are subject to disciplinary action up to and including termination.

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