

## River Valley Child Development Services

### Safe Driver Policy Procedure

Effective: July 1, 2017

Recognition of safe driving accomplishment is calculated on a fiscal year to year basis (July 1 – June 30). Recognition awards will be given at the annual agency in-service in October of each year.

The Safety Coordinator (HR Coordinator) will be responsible for all recordkeeping of the Safe Driver Recognition Program and completing [Safe Driver Recognition Program Rubric](#) annually.

In order to meet the Safe Driver Recognition Program Rubric criteria, employees will be expected to:

1. Complete safe driver training annually.
2. Submit current driver's license, registration, and insurance to Program Director at annual ISDP meeting.
3. Complete an Authorization Release Waiver form to release driving record at annual ISDP meeting.
4. Self-report to their supervisor any moving violations, accidents in which they were the operator of a motorized vehicle, or any negative action against their license such as a suspension or revocation.
5. Complete [Auto Incident/Accident Report](#) form within 24 business hours.

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Employee Signature

Date