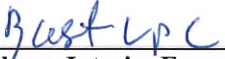




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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| Policy # 3900 | Driver Qualification Files |
| Origination Date: Mach 2004 | |
| Revision Date: March 2004; May 14, 2008 | |
| Reviewed Date: March 2005; March 8 2006; May 30, 2007; April 10, 2009, May 25, 2010, May 2011, June 7, 2012, April 17, 2013, October 24, 2014, June 14, 2016 | |
| Approved:  | |
| Bryan G. Stephens, Interim Executive Director | |

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that a Driver Qualification File be established and maintained on those individuals whose job description identifies the operation of vehicles as the main component of their job.

PROCEDURE:

The Human Resources Department is responsible for establishing and maintaining a Driver Qualification File on each driver. At a minimum, the Driver Qualification File includes the following items:

1. Copy of current Georgia Driver's License
2. Motor Vehicle Report (MVR) and documentation of annual reviews
3. Criminal Records Check
4. Documentation of any complaints received about the driver and any accidents or moving violations involving the driver
5. Documentation of required training (See Policy #3901 - Driver Qualifications)
6. Pre-Employment drug screening test
7. Any results from random drug screening tests