



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Operating a Vehicle for the Purpose of Transporting Youth

Related Policy: FDJJ 1920

I. DEFINITIONS

Staff – Department employee or contracted provider employee, including volunteers.

Staff Verification System – System used by the Department and providers for the purposes of entering staff position related information such as work location.

Valid Driver's License – A current active driver's license issued by the State of Florida or other jurisdiction showing that a person may operate a motorized vehicle. The Department does not consider licenses suspended or revoked for any reason, work permits (Business Purpose/Employment/Education Only Licenses) and some types of restricted licenses as valid driver's licenses for purposes of operating state vehicles. However, licenses that have a Corrective Lenses Restriction are acceptable as long as the driver wears their corrective lenses while operating a state vehicle.

II. STANDARDS/PROCEDURES

A. Verification of Valid License/Driving Record/Driving Privilege:

1. Reporting

- a. The Department will obtain driving record information on a monthly basis from the Department of Highway Safety and Motor Vehicles for all current staff that are in the Department's Staff Verification System (SVS)
- b. Violations of criteria outlined in this policy will be reported to the Central Communications Center (CCC) for dissemination to the related program area and contracted providers.
- c. In order to accurately report on staff's driving record, it is imperative that all staff information be entered in the Department's Staff Verification System (SVS) within 5 working days of hire.
- d. Any contracted provider position directly responsible for the transportation of youth, or that may be required to transport youth, shall be marked as such in the SVS and on the applicable position description.

2. Eligibility

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- a. Any staff whose position description is designated as responsible for the transportation of youth and is found to be in violation of the criteria outlined in this policy will immediately be restricted from operating a vehicle for the purposes of transporting youth.
 - b. Violation of this policy does not prohibit the staff from accompanying other staff in the transportation of youth, but they are not permitted to operate the vehicle.
 - c. If removal of a staff's driving privileges affects his/her ability to perform essential functions of the job, consideration of continued employment shall be evaluated. Documentation of the removal of driving privileges shall be document in the staff's personnel file and the SVS will be updated accordingly.
 - d. A staff may be eligible to drive again if his/her record is free of violations outlined in this policy during the preceding 3-year period. Eligibility will be reassessed on an on-going basis. If a staff's ability to operate a vehicle for the purposes of transporting youth is reinstated, documentation of said reinstatement will be placed in his/her personnel file, and the SVS will be updated accordingly.
3. On-going Review
- a. Except for those staff who are not Florida residents, staff initially hired with an out-of-state license is required to obtain a valid Florida driver's license within 30 days of hire. Failure to do may result in disciplinary action, up to and including dismissal.
 - b. Program area and contracted provider management will take appropriate steps to follow up with such staff to ensure a valid Florida state license is obtained.
 - c. Staff must provide a copy of the Florida driver's license to his/her supervisor. The supervisor must take the appropriate steps to provide a copy of the driver's license to the Background Screening Unit (BSU) within 10 days of receipt in order that the BSU records may be updated.
 - d. As of the effective date of this policy, any existing staff possessing an out-of-state driver's license have 30 days from the effective date of this policy to obtain a Florida driver's license and provide a copy to his/her supervisor. The supervisor then has 10 working days to ensure a copy of that license is received by the BSU to update the staff's records.

III. RESPONSIBILITY AND DUTIES

A. Bureau of Management Information Systems

1. Oversee the interface of driver's license information received from Department of Highway Safety, SVS data, and the CCC reporting system.
2. Update driver's license reportable violation criteria within the interface to comply with policy as needed.

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B. Background Screening Unit

1. Update staff records with current driver's license information when provide by program or provider staff.

C. Program Area Management/Contracted Provider Management

1. Review CCC reports for driver's license violations as outlined in this policy. Ensures information reported on contracted provider staff is relayed timely to provider management.
2. Ensure appropriate action is taken to restrict employees in violation of this policy from operating a vehicle for the purposes of transporting youth in care of the Department.
3. Ensure SVS information is entered for all contracted provider staff within 5 working days of hire and is updated to reflect changes in driving requirements as applicable. Driving requirements for DJJ employees are based on positions as identified by the program areas.
4. Ensure that all current contracted provider staff records in SVS are updated to correctly reflect driving requirements.
5. Ensure Florida state driver's license are obtained within 30 days of hire those hired with out-of-state licenses who are required to obtain a license by virtue of becoming a Florida resident and ensure copies of those Florida licenses are sent to BSU within 5 days of receipt.
6. Ensure that an internal, documented process is in place for assessing driving records at least every month for Alabama or Georgia residents, volunteers and those that are not required to have a Florida driver's license (i.e. out-of -state students, military, part-time residents) to ensure compliance with the criteria outlined in this policy .

D. Employee/Contracted Provider Staff/Volunteer

1. Inform his/her immediate supervisor if a driving violation that meets the criteria outlined in this policy within 3 days of the occurrence.
2. Maintain a valid Florida driver's license. If a Florida resident, obtain a Florida driver's license.
3. For those not required to obtain a Florida driver's license and/or are a volunteer, agree to comply with program area management/contract provider management process to review driving records at least every month to ensure compliance with this policy.

IV. ATTACHMENTS

N/A