



NOTIFICATION OF CONVICTIONS FOR DRIVING VIOLATIONS

As a public employee and holder of a commercial driver's license*, you are required to notify your employer of a conviction for any traffic violation (except parking). This is true no matter what type of vehicle you were driving, public or privately owned.

The notification must be made in writing and within 30 days of conviction. It should contain your name, driver's license number, date of conviction, nature of violation, type of vehicle, and location of offense.

This notification requirement is provided for in an amendment to the Federal Rules and Regulations per the Commercial Motor Vehicle Safety Act of 1986. In New Hope, these records will be maintained in the Human Resources office. All notifications should be addressed to Rich Johnson, Director of Human Resources and Administrative Services.

***IN NEW HOPE, THIS NOTIFICATION REQUIREMENT IS EXTENDED TO ANY EMPLOYEE WHO OPERATES A MOTOR VEHICLE, EVEN OCCASIONALLY, AS PART OF HIS/HER DUTIES OR WORK ASSIGNMENTS.**

According to the City of New Hope Administrative Procedure, the HR Department will conduct active employee driver's license record checks on an annual basis.

I have received and read the requirement for Notification of Convictions for Driving Violations and authorize the city to access this information through the MN Department of Public Safety, Driver and Vehicle Services.

Name: _____

Date: _____

Driver's License #: _____