

NON-LICENSED EMPLOYEE DRIVING MOTOR VEHICLES AS AN EMPLOYMENT RESPONSIBILITY PROCEDURE

Purpose: The purpose of this policy is to comply with the requirements of Utah Administrative Code R277-516-5.

Procedure: All non-licensed employees of the WSU Charter Academy and any WSU Charter Academy employee who drives a motor vehicle, as part of his/her employment responsibilities must report to the Principal information regarding the following matters:

- Convictions, including pleas in abeyance and diversion agreements;
- Any matters involving arrests for alleged sex offenses;
- Any matters involving arrests for alleged drug-related offenses;
- Any matters involving arrests for alleged alcohol-related offenses; and
- Any matters involving arrests for alleged offenses against the person under Title 76; Chapter 5 (i.e., assault, battery, etc.

Employees of the WSU Charter Academy must submit required reports to the Principal within seven (7) days of the event necessitating the report.

Non-licensed employees driving motor vehicles as a part of employment responsibility must adhere to Weber State University PPM (5-31) regarding this matter:

PPM 5-31 Driver License Requirements

http://www.weber.edu/ppm/Policies/5-31_DriverLicenseReq.html