

Employer Notification of Traffic Citation/Conviction Form

Name _____ Bus Number _____

CDL Number _____ CDL Class _____

Type of Notification

Please check one:

Received Traffic Citation Date of Citation _____

Describe violation cited for _____

Convicted of violating a state or local law relating to motor vehicle traffic control

Date of Conviction _____

Describe violation convicted of, date of violation, date of citation, and penalties imposed _____

Suspension/Revocation/Disqualification Effective Date _____

Describe violation convicted of, date of violation, date of citation, and penalties imposed _____

Signature

Date

The Commercial Motor Vehicle Safety Act of 1986 requires drivers of commercial motor vehicles to possess only one driver's license and to be disqualified when operating a commercial motor vehicle in an unsafe manner.

Subpart C – Notification Requirements

An employee convicted of violating a state or local law relating to motor vehicle traffic control (other than parking violations) in ANY type of motor vehicle, must notify their employer within 30 DAYS OF CONVICTION. When an employee receives notice of suspension, revocation, cancellation, loss of privilege disqualification, and/or right to operate a commercial motor vehicle by any state or jurisdiction, the employee must notify their employer before the end of the business day following the day the employee received the notice.

Grant Parish School Board Requirements: Employees must notify the Transportation Manager after receiving a traffic citation, a conviction for a traffic citation and suspension, revocation, cancellation, disqualification and/or the right to operate a commercial motor vehicle. This includes any traffic citation or conviction received while driving a private/personal vehicle. **Notification must be given prior to operating a Grant Parish School Bus.**

For Office Use Only:
Date Received _____ Received by _____
Final Result/Comments _____

