

**APPENDIX B  
DRIVER CORRECTIVE ACTIONS**

<b>MVR VIOLATION POINTS</b>	<b><u>OR</u></b>	<b>STATE VEHICLE ACCIDENTS (LAST 3 YRS)</b>	<b><u>OR</u></b>	<b>ALL VEHICLE ACCIDENTS (LAST 3 YRS)</b>	<b><u>THEN</u></b>	<b>CORRECTIVE ACTIONS</b>
6-8		1-Regardless of fault*				Safety Discussion concerning responsibilities while driving State vehicles.
9-10		1-At fault** 2-Regardless of fault		3-Regardless of fault		Written Direction concerning responsibilities while driving State vehicles <i>and</i> mandatory attendance of driver training course.
11-12				4-Regardless of fault		Review of State vehicle driving privileges by agency management.***
		2-Serious at fault **** 3-Non-serious at fault				5 days suspension without pay, if provided for and in accordance with the <i>Agency Progressive Discipline Policy</i> , and an additional week suspension from driving State Vehicles <i>or</i> 3 months to 1 year suspension from driving State vehicles.
Driver Under Suspension						Driver suspended from operating State vehicles until suspension is lifted by <i>DHPT</i> and the <i>agency Accident Review Board</i> .
		3-Serious at fault** 4-Non-serious at fault				1 year to permanent suspension from driving State vehicles.

**Notes:**  
 \*See Glossary for Definition.  
 \*\*Under the Insurance Provision of the annual State Appropriations Act, a State employee may be held liable for up to \$200.00 for negligence while driving a State vehicle. (See Appendix E, Paragraph 7D)  
 \*\*\*The presence of 11-12 violation points, 3 State vehicle accidents, or 4 "all vehicle" accidents on an employee's MVR, regardless of fault, is cause for that employee's State vehicle driving privileges to be reviewed by agency management or by an agency Accident Review Board. The agency may take any action consistent with State and agency personnel regulations.  
 \*\*\*\*See Glossary for definition.