



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/, Wansley Walters

**Date:** 5/19/14

**Subject:** Operating a Vehicle for the Purpose of Transporting Youth

**Section:** FDJJ 1920

**Originating Office:** Administrative Services

**Authority:** Florida Statutes 20.316

**Related References:** FDJJ 1003, Recruitment and Selection  
FDJJ 1800, Background Screening  
FDJJ 1306, Vehicle Operations

**Purpose:** To minimize/manage the risk to youth and the Department as it relates to transportation

**Offices Affected by the Policy:** Any office or program responsible for the transportation of youth under care of the Department.

### **POLICY STATEMENT:**

- Any employee, contracted provider staff, or volunteer who at any time operates a Department-owned vehicle, program vehicle or a personal vehicle to transport youth while performing any work or work related functions on behalf of the Department shall have an appropriate and valid Florida state driver's license and an acceptable driving record as defined by this policy, unless otherwise authorized in this policy.
- Any employee, contracted provider staff, or volunteer whose driving record is deemed unacceptable based on the guidelines included in this policy shall not be permitted to operate a vehicle for the purposes of transporting youth on behalf of the Department. If violations affect the essential functions of the employee, contracted provider staff's job, or volunteer's activities, consideration for continued employment or volunteering shall be evaluated.
- A valid driver's license and three (3) year driving record based on the criteria outlined in this policy will be used as a basis for employment or volunteering for positions required or may have occasion to transport youth as part of prescribed work or volunteer duties.
- Employees, contracted provider staff, or volunteers may be initially hired with an out-of-state license but will be required to obtain a valid Florida state driver's license within 30 days of hire. This does

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not apply to staff that live in Georgia or Alabama but work in Florida or those individuals that are not official residents of Florida, such as out-of-state students, military personnel or part-time residents.

- Employees, contracted provider staff, or volunteers must inform their immediate supervisor if they have incurred a driving violation that meets the criteria outlined in this policy within 3 days of the occurrence. Failure to do so may result in disciplinary action, up to and including dismissal.
- Violation criteria is outlined as follows:
  - Speeding – Three (3) or more of the following offenses in a 3-year period will deem the employee, contracted provider staff or volunteer to be ineligible to operate a vehicle for purposes of transporting youth on behalf of the Department:
    - Speed 15 mph or more mph over limit-for those with the CMV (commercial motor vehicle) designation on their license;
    - Speed in excess of posted maximum;
    - Speed less than posted minimum;
    - Speed enhanced penalty zone;
    - Unlawful speed – work zone/school zone; and
    - Unlawful speed.
  - Other Violations – Any one (1) of the following offenses in a 3-year period will deem the employee, contracted provider staff or volunteer ineligible to operate a vehicle for purposes of transporting youth on behalf of the Department:
    - Allowing unlicensed operator to drive
    - Driving while license cancelled/revoked/suspended
    - Driving while license suspended Florida Statute 322.34(10(A))
    - Driving while license cancelled/revoked/suspended/disqualified
    - Driving under the influence
    - DUI – property damage/personal injury (type 17)
    - Expired license – 4 months or less
    - Expired license – more than 4 months
    - Reckless driving (type 84)
    - Reckless driving (type 85)
    - Refusal to submit to chemical test
    - Driving with unlawful blood alcohol level (0.08% or above)
    - DUI property damage/personal damage (type 108)
    - Fleeing or attempting to elude police officer/law enforcement
    - Leaving the scene of accident before police/law enforcement arrives
    - Habitual traffic offender

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- As of the effective date of this policy, any existing Department employee, contracted provider staff or volunteer meeting criteria outlined above will not be allowed to operate a vehicle for the purposes of transporting youth while performing any work or work related functions on behalf of the Department. Alternative work or volunteer assignments may be arranged on a case- by-case basis.

**PROCEDURES/MANUALS:**

Procedures for this policy are located on the Department's policy and procedures webpage.