



**Dunn Police Athletic/Activities League, Inc.**  
610 Fairground Road / Post Office Box 1065 Dunn, N.C. 28335  
Office 910-892-1873 / Fax 910-892-9962  
[www.dunnpal.org](http://www.dunnpal.org) / Internet Radio [www.dpaltv.com](http://www.dpaltv.com)  
**FILLING PLAYGROUNDS, NOT PRISON'S**  
**Drivers Safety Program**



Dunn PAL Policy:

Operation of Dunn PAL vehicles or other vehicles on behalf of Dunn PAL.

The safe operation of Motor Vehicles on behalf of the Dunn PAL is imperative to the safety of the employees/volunteers, youth and the public.

Though it is not the intent of Dunn PAL to police operators of Dunn PAL vehicles or to invade privacy of employees/volunteers, it is necessary to establish a basis for determining safe operating standards for operators. The Following shall apply to all persons operating Dunn PAL vehicles or operating their own vehicles on Dunn PAL business:

I. *Applicants*

1. Applicant shall have valid, current Drivers License for the type \_\_\_\_\_ of vehicle driven to be eligible for employment in a driving position.
2. Applicant shall provide upon request a current original Department of Motor Vehicle Report as part of employment application process. The Dunn PAL may request a Motor Vehicle Report from business insurance carrier as part of employment screening process as required.
3. Applicants whose Motor Vehicle Record includes reports of more than one (1) at fault accident or two (2) convictions for moving violations may not be eligible for employment.
4. Applicants whose Motor Vehicle Record includes reports of any major citation/citations\* may not be eligible for employment.

II. *Employees/volunteers*

1. Upon Employment/Volunteering and no less than semi-annually thereafter, the Dunn PAL and/or insurance carrier will request from the Department of Motor Vehicles an updated Motor Vehicle Report for each employee in a driving capacity.
2. During the first 90 days of employment, a new driver is considered on \_\_\_\_\_ probation. If during this probation period, you have a chargeable accident, \_\_\_\_\_ due to your fault, we may at our discretion place you in a non-driving \_\_\_\_\_ position if available or discontinue your employment.
3. Employee must have valid drivers license at all times when operating a \_\_\_\_\_ company vehicle.
4. Management will review with the employee the Motor Vehicle Record of \_\_\_\_\_ any employee whose record reveals the following:
  - Two (2) or more moving violations;
  - One (1) at fault accident and (1) moving violations;
  - Three (3) or more seat belt violations.

Employees/volunteers meeting any of the above criteria, may be subject to a verbal warning status (document attached)



**Chief of Police J. D. Pope**  
**PAL Board**  
**Executive Director Lt. R. W. Rowland**





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5. Management will review with the employee the Motor Vehicle Record of any employee whose record reveals the following:

- Three (3) or more moving violations and/or accidents whether or not at fault (i.e. includes 2 moving violations and 1 at fault accident or combination thereof);
- Two (2) or more at fault accidents.

Those employees/volunteers meeting any of the above criteria may be placed on probationary status (document attached for your review) and will be subject to the Department of Motor Vehicles Pull Notice Program, which informs the company immediately of violations, or accidents, which have occurred. The DMV Pull Notice Program will be imposed in lieu of the standard MVR review to ensure close scrutiny of driving related activity on company business. If notification of a moving violation and/or at fault accident occurs while on probationary status, the employee may be placed in a non-driving position or be subject to termination at management discretion.

6. Active employees/volunteers convicted of Major Citations\* may not be permitted to operate any vehicle on Dunn PAL Business and may be placed in a non-driving position. After management review, if it is determined that a non-driving position is not available, termination may result.

7. Seatbelts are an essential element of our driver safety policy/procedures. To emphasize seatbelt awareness, two (2) seatbelt violations while on company business will equate (1) moving violation.

8. Any accident involving an employee while on Dunn PAL business will be reviewed by management. The employee may then be subject to disciplinary action by Management.

9. If the semi-annual review of Motor Vehicle Record reveals major Citations\* in the other than Dunn PAL vehicles, citations for failure to appear, or at-fault accident, management shall review and determine if the employee should be permitted to continue to operate vehicles on Dunn PAL business.

10. Because of the nature of our operations, it is sometimes more efficient for an employee to take a Dunn PAL vehicle home rather than returning it to the Dunn PAL. It is understood that carrying of any non-employee passengers either during or after normal business hours can be a major liability to the Dunn PAL. Therefore, no Employees/volunteers are authorized to allow non-employees/volunteers in Dunn PAL vehicles. (Note that our insurance carrier may not be willing to assume the risk of drivers who show themselves to be below average in operator competence as indicated on the Motor Vehicle Record of accident frequency and mandate exclusion from coverage.)

\* For the purpose of this policy, Major Citations includes but is not limited to:

1. Driving Under the Influence of Drugs or Alcohol
2. Failure to Stop for an Accident
3. Homicide, manslaughter or assault arising out of the operation of a motor vehicle.
4. Driving with a Revoked or Suspended License
5. Possession of an Opened Container of Alcohol in a Vehicle
6. Speed Contest
7. Drag or Highway Racing
8. Attempting to Elude a Police Officer



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- 9. Hit and Run
- 10. Reckless Driving

I HAVE READ AND UNDERSTAND THE DRIVER POLICY AND AGREE TO ITS TERMS.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Drivers License Number

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Executive Director Signature

\_\_\_\_\_  
 Date



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**DUNN PAL DRIVER POLICY**

**VERBAL WARNING**

*(Applicable for Employees/volunteers with Two (2) Moving Violations or Accidents)*

The safe operation of Motor Vehicles on the business of Dunn PAL is imperative to the safety of the employees/volunteers and the public.

The Dunn PAL has reviewed your driving record and has provided you a copy of your record.

If you disagree with the information provided, you have been given the opportunity to go to DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your driving record.

The information regarding your driving record concerns the Dunn PAL regarding your safe driving. Please make all efforts to obey all laws and drive safely.

By signing this, you are aware that you have been placed on a verbal warning status until the next review of your driving record. Should the next review uncover further violations/accidents, your status may change to probationary. In addition, you are not authorized to transport non-employee in a Dunn PAL vehicle.

**I HAVE READ AND UNDERSTAND THE DRIVER POLICY AND AGREE TO ITS TERMS.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Drivers License Number

\_\_\_\_\_  
State

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date



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**DUNN PAL DRIVER POLICY**

**PROBATION NOTICE**

The safe operation of Motor Vehicles on the business of the Dunn PAL is imperative to the safety of the employees/volunteers and the public.

The management of the Dunn PAL has reviewed your driving record and has provided you a copy of your record.

If you disagree with the information provided, you have been given the opportunity to go to DMV within 30 days of notification, correct the information and give us an updated/corrected copy of your driving record.

As defined in Dunn PAL Driver Policy, those employees/volunteers with three (3) or more citations or accidents, whether or not at fault or two (2) at fault accidents, are placed on probationary status and will be subject to having their Motor Vehicle record reviewed as often as Management feels necessary. Because your Motor Vehicle Record is unsatisfactory, as defined by the Dunn PAL Driver Policy, you are being placed on the DMV Pull Notice Program, which informs the Dunn PAL immediately upon a conviction of a driving violation or accident. We are doing this to assure that improvement in driving habits is achieved so that serious injuries and property damage can be avoided. Probationary status will remain in effect for a minimum period of twelve (12) months from the date noted below. At that time management will review driving status with employee for consideration to be placed back into verbal warning status. In addition, you are not authorized to transport non-employees/volunteers in a Dunn PAL vehicle.

If notification of a moving violation and/or at fault accident occurs while in the program, the employee may be placed in a non-driving position or be subject to termination at management's discretion.

I HAVE READ AND UNDERSTAND THE DRIVER POLICY AND AGREE TO ITS TERMS.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Drivers License Number

\_\_\_\_\_  
State

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date



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# Driver Authorization Form

*Instructions: Please print clearly and fax to 910-892-9962 with a copy of your current Insurance Card and Driver's License.*

## Personal Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Driver's License Information

Driver's License # \_\_\_\_\_

State Issued \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Insurance Information

Company Name \_\_\_\_\_

Policy # \_\_\_\_\_

## Limits of Liability (Must have State required minimum coverage!)

1. Car Make \_\_\_\_\_ Model \_\_\_\_\_

Coverage: Bodily Injury \_\_\_\_\_ Property Damage \_\_\_\_\_

2. Car Make \_\_\_\_\_ Model \_\_\_\_\_

Coverage: Bodily Injury \_\_\_\_\_ Property Damage \_\_\_\_\_



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## Employee/Volunteer Consent

By signing below, I acknowledge that:

- All entries and information on this Driver Authorization Form are true and complete to the best of my knowledge.
- I have not had more than one at-fault accident in the past 5 years.
- I am in good health and capable of operating my vehicle in a safe manner.
- I have read and understand the Dunn PAL Inc. Drivers Safety Program and Policy and will adhere to all its contents.

I further agree:

- To immediately inform Dunn PAL, Inc.. of any moving violations or at-fault accidents that occur while I am their employee/volunteer.
- To maintain at least the State minimum level of auto insurance on my personal vehicles and will inform Dunn PAL, Inc.. of any changes to my insurance.
- That all drivers and passengers will be seat-belted at all times.
- Not to talk on my cell phone or text-message/email while driving.
- To only drive in vehicles that are in safe operating condition.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



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