



Department: Operations
Policy Number: OPS-A016
Effective Date: 5/30/2017

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

Storage of Commercial Drivers Safety Sensitive Files

It is the policy of the Clarksville-Montgomery County School System to maintain and store all safety sensitive commercial driver files to include:

- Commercial Driver License (CDL)
- Department of Transportation (DOT) Medical Examination Report Form
- Motor Vehicle Report (MVR)
- Third party examinations
- Medical Forms
- Accident & Incident reports
- Drug & Alcohol test results

These files will be kept confidential and secure with access only by the following responsible individuals/departments:

- Driver Safety Department
- Transportation Manager
- Fleet Supervisors
- Chief Operations Officer
- Department of Safety

Commercial driver files are to be kept in a locked file cabinet at all times. The records will be removed and returned to the cabinet when not in the immediate possession of the responsible individual.

Implementing Procedures: None

Associated Documents: None

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/30/17	IR	

*** End of Policy ***