



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Personnel	SOP: 2.8
Subject: Traffic Violations	Executed: January 1, 2006 Revised: February 1, 2011
Approved:  Scott Cullers, Fire Chief	

PURPOSE

To outline personnel responsibilities as it pertains to individual driver's licenses and traffic convictions.

PROCEDURE

As a requirement of employment with the Winchester Fire and Rescue Department, individual's driver's license and insurability is very important to operate City and volunteer vehicles. To help keep track of all City employees that drive vehicles while on the job, you must notify the Department in writing within 10 days for the following:

1. Any traffic convictions
2. Change in your driver's license status/class/restrictions, etc.