

ARKANSAS FORESTRY COMMISSION

A130.1600  
(VSP-5)

DRIVING PRIVILEGES NOTICE OF ADMINISTRATIVE ACTION

Administrative action is required as follows for points assessed according to the Arkansas Vehicle Safety Program *Item VIII. Assessment of Points* for convictions of moving traffic violations:

- 1. **Drivers Who Have Accumulated 10 Through 13 Points On Their Current Traffic Violation Report -**  
Authorization to drive on state business shall be reviewed by the Agency Director. It is recommended that the driver be required to complete a Defensive Driving course approved by Agency Director with written confirmation of course completion sent to Agency Director.
- 2. **Drivers Who Have Accumulated 14 Through 17 Points On Their Current Traffic Violation Report -**  
Authorization to drive on state business shall be suspended for no less than five (5) working days and **will not drive on state business in a state vehicle or any other vehicle until notified in writing that driving privileges are reinstated.** Authorization shall be reinstated only after evaluation and approval by the Agency Director. A Defensive Driving Course approved by Agency Director must be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.
- 3. **Drivers Who Have Accumulated 18 Through 23 Points On Their Current Traffic Violation Report -**  
Authorization to drive on state business shall be suspended for no less than ten (10) working days **will not drive on state business in a state vehicle or any other vehicle until notified in writing that driving privileges are reinstated.** Authorization shall be reinstated only after evaluation and approval by the Agency Director. A Defensive Driving Course approved by Agency Director must be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.
- 4. **Drivers Who Have Accumulated Over 24 Points On Their Current Traffic Violation Report –**  
Authorization to drive on state business shall be suspended for no less than twenty (20) working days **will not drive on state business in a state vehicle or any other vehicle until notified in writing that driving privileges are reinstated.** Authorization will be reinstated only after evaluation and approval by the State Insurance Commissioner. A Defensive Driving Course approved by Agency Director must be completed within sixty (60) days after the suspension began with written confirmation of course completion sent to Agency Director.
- 5. **Drivers Who Have Driving Privileges Suspended Or Revoked By The Office Of Driver Services Shall Not Be Permitted To Drive On State Business For The Duration Of The Suspension Or Revocation. Drivers With Restricted Permits May Be Authorized To Drive On State Business As Allowed By The Restricted Permit.**

Administrative Action taken:      \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5

Employee Name: \_\_\_\_\_ Personnel Number \_\_\_\_\_

**I acknowledge receipt of this notification. If my driving privileges are suspended or revoked as required by items 2, 3, 4 or 5, I will not drive on state business in a state vehicle or any other vehicle until notified in writing that my driving privileges are reinstated. Only then will I resume my driving while on state business.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Defensive Driving Course Completed  Y  N

Defensive Driving Course Certificate Attached

*Form to be filed in Employee file located in Human Resources Division.*

## **DRIVING SAFETY TIPS**

- ▽ **Observe Speed Limits and Traffic Laws** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
- ▽ **Seat Belts** – Each driver and front seat passenger in any motor vehicle operated on a street or highway in this state is required by law to wear a properly adjusted and fastened seat belt.
- ▽ **Cellular Phones** – The use of cellular phones by the driver while the vehicle is in motion is strongly discouraged. Even with “hands free” equipment, conversing on the phone takes your attention away from driving, making you less likely to notice hazardous situations.
- ▽ **Backing Crashes** – Most backing accidents are preventable. Whenever possible, park your vehicle where backing is not required. Know what is beside and behind your vehicle before you begin to back. Back slowly and check both sides as well as the rear as you back. Continue to look to the rear until the vehicle has come to a complete stop.
- ▽ **Intersection Crashes** – When approaching and entering intersections, be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right of way.
- ▽ **Weather Related Crashes** – Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions. Discontinue use of cruise control in wet road conditions.
- ▽ **Passing Crashes** – When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.
- ▽ **Front End Crashes** – By maintaining a safe following distance at all times, the driver can prevent front-end collisions in spite of abrupt or unexpected stops of the vehicle ahead. Observe the “four second rule” by following the vehicle ahead at a distance that spans at least four seconds. The following distance should be increased when driving in adverse conditions.
- ▽ **Security** – State vehicles should be locked whenever they are unoccupied.
- ▽ **Engines** – The engine of a State vehicle should always be turned off before the driver exits the vehicle.