Plant Operations
Driver's License Counseling - Discussion (5 points)

Plant Operations employees that have 5 or more points on their driving records, as obtained by Parking and Transportation Services (PTS) verification with the State of Michigan, are required to have a discussion with their manager or supervisor. The following topics will be discussed and documented.

- Review the Drivers License policy with the employee.
- Discuss the Driver's License verification results.
- Discuss the impact of reaching 7 points (not being allowed to drive University vehicles) and how this may affect the employee's job.
- For employees whose driving is considered a core job requirement:
  i) Explain the Plant Operations policy requirement that employees with 5 points or more must take a Basic Driver Improvement Course (BDIC).
  ii) Supervisors will be responsible for scheduling the time and location for the employee to take the BDIC on work time.
  iii) Plant Operations will pay for the course.
  iv) The supervisor and employee will sign and date this form.
  v) Provide a copy to the employee.
- For employees whose driving is NOT considered a core job requirement:
  i) The BDIC can be offered as an option but Plant will not pay for the course and the course must be taken on the employees own time.
  ii) This form is provided as a guideline and does not need to be signed by the employee.

Links to the State of Michigan’s BDIC program as well as four Michigan approved on-line BDIC’s are provided for your convenience, but your choice is not limited to this list.

http://www.michigan.gov/sos/0,1607,7-127-1627_57170---,00.html


http://michigan-ndss.idrivesafely.com/?COUPON=PGDMIDI


http://www.defensivedrivingus.com/defensive-driving-michigan.html

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Print Supervisor Name       Supervisor Signature      Date

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Print Employee Name         Employee Signature        Date

Cc: Office of the Plant Director