

**Stillwater Fire District**  
**Stillwater, New York**

**Fire District Policy and Procedure**

**Policy Number: 1 of 2005**

**Policy Name: License DMV Check**

**Date Issued: December 13, 2005**

**Effective: December 13, 2005**

**Revised: January 2011**

**Review Date: January 2011**

**Attachment: Disclosure and Release Form**

**I. PURPOSE**

- A. The purpose of this policy to insure that all drivers of apparatus insured by the fire district have a valid drivers license issued by the state of New York and do not present a risk to the Fire District or its residents.

**II. POLICY**

- A. All drivers of apparatus insured by the District shall possess a valid New York State Drivers license, Class D or greater.
- B. Members of the fire company who intend to drive apparatus insured by the District are subject to review under the License Event Notification Service (LENS) program administered by the NYS Department of Motor Vehicles.
- C. The LENS program will provide the Fire District with up to date information on each driver registered in the program with the following information, accidents, convictions, suspensions/revocations, renewals, license restorations, endorsements, point insurance reduction course completion and changes in classification.

**III. PROCEDURE**

- 1. DMV records shall be checked annually through the fire district's insurer and continuously updated information on license status will be reported to the District through the LENS program.
- 2. Any member who does not wish to be included in the LENS program shall submit a written request to be excluded to the Board of Fire Commissioners with justification
  - a. All new members and any member reaching 21, who intend to drive fire district apparatus shall fill out a Disclosure and Release form (Attached) for submission to the agency insuring the fire district's apparatus.
    - 1) Disclosure and Release forms need only be filled out once and shall be copied. The original shall be filed with the District's insurer, a copy shall be retained by the Fire District.

- b. Upon receiving results of the DMV checks an authorized driver's list shall be prepared by the Fire District Secretary and transmitted to the Fire Chief for posting.
  - 1) All members of the Fire Company driving apparatus shall maintain a valid New York State Drivers license.
  - 2) Any member whose license is suspended shall report such to the Board of Fire Commissioners through the Chief of the Department.
  - 3) Any member with a suspended/revoked driver's license shall be immediately removed from the authorized driver's list for the duration of the suspension.
  - 4) Any member found to be driving District insured apparatus without a valid NYS drivers license shall immediately cease to operate fire district vehicles, and shall not be cleared to drive fire district apparatus until the circumstances surrounding the revocation or suspension are reviewed and resolved by a decision of the Board in conjunction with the Line Officers of the Fire Company.
    - a) If it is found that the member intentionally withheld such information, the member is subject to an automatic 90 day suspension from any fire district activity and is to be informed by the Chief of such suspension. Further disciplinary action may be taken by the Board of Fire Commissioners or by the Fire Company.
3. It shall be the responsibility of the Fire Chief or their assigned representative(s) to enforce this policy.

By Order of Board of Fire Commissioners – Stillwater Fire District

Anthony Ponzillo

Chairman Board of Fire Commissioners

**DISCLOSURE AND RELEASE**

In connection with my application for membership with the **Arvin Hart Fire Company of the Stillwater Fire District** I understand that consumer reports, which may contain public record information, may be requested and obtained.

**I authorize without reservation, any party or agency contacted to furnish the above mentioned information.**

I have the right to obtain information as to the name, address and phone number of any agency providing such information and further, may request of that agency, upon proper identification, the nature and substance of all information in its files on me at the time of my request, including all sources of information as well as the recipients of any reports on me which that agency has previously furnished within the two (2) year period preceding my request.

This authorization shall remain on file and shall serve as ongoing authorization for the organization named above to procure Motor Vehicle Reports at any time during my membership.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**Today's Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date of Birth**

\_\_\_\_\_  
**9 digit driver's License Number**

\_\_\_\_\_  
**State**

\_\_\_\_\_  
**License Class**