



Center for Social Change, Inc.

Date: _____

As per DDA regulations, Center for Social Change, Inc. (CSC) is required to run a driver's driving record check every two years. It has been discovered that you have numerous traffic violations on your driver's license. The acceptable parameters within the CSC policy are that you do not have more than two points on your driving record at any given time.

It is company policy that employees inform CSC if and when they have any traffic violations resulting in points on your driving record.

We will be checking your driving record periodically (every six months) to ensure that you are compliant with CSC's driving policies. The cost of getting your certified driving records will be reimbursed by you to CSC.

You are being placed on one year probation from the above mentioned date. You must also explore all avenues of Maryland State mandated or other driver improvement plans or classes to improve your driving record. If you are in violation of any of the company policies related to driving record or company vehicles within the probation period at CSC, it will result in an immediate termination of your employment with the company.

The following signature certifies that the employee has received, read, and understood the company policy mentioned above:

Employee Name: _____

Employee Signature: _____

Date: _____