DRIVER MANDATORY NOTIFICATION OF CITATIONS
For CDL licensed City of Flagstaff Employees
This includes ALL citations received – On or Off the job
Excluding parking violations

Please print.

Name – In Full – First – Middle – Last	
License Number	State
Violation /Hearing/ Conviction Date	
Violation Type	
Vehicle Type Operated ☐ Commercial	☐ Noncommercial
Offense Location – City/County/ State	

Employee Signature_____	Date_____
_____ Supervisor Signature	Date_____

If found not guilty, no distribution or further action is necessary. **If Convicted or a Guilty Plea is entered Distribute to:** ➢ **Division/Section CDL File** ➢ **Risk Management CDL/MVR File** ➢ **Human Resources: Employee 201 file**	**Employee is responsible for Notification to State of AZ** Arizona Department of Transportation Motor Vehicle Division – Driver License Records 1801 W Jefferson, 538M Phoenix AZ 85007

Please read carefully before signing.
Federal Motor Carrier Safety Administration - Regulations

ARS 28-3227 .
Notification of convictions for driver violations.
(a) A driver of a commercial motor vehicle who has a driver license issued by this state and who is convicted of violating a state law or local ordinance relating to motor vehicle traffic **in any** state or a federal, provincial, territorial or municipal law of another country, other than a parking violation, **shall notify the department (ADOT) within thirty days of the date** of the conviction in the manner prescribed by the department.

(b) A driver of a commercial motor vehicle who has a driver license issued by this state and who is convicted of violating a state law or local ordinance relating to motor vehicle traffic in any state or a federal, provincial, territorial or municipal law of another country, other than a parking violation**, shall notify the person's employer in writing of the conviction within ten days of the date of conviction**

(c) A driver whose driver license is suspended, revoked or canceled by a state, who loses the privilege to drive a commercial motor vehicle in a state for any period of time or who is disqualified from driving a commercial motor vehicle for any period of time **shall notify the person's employer of the action before the end of the business day following the day the driver receives notice of the action.**

Notification. The notification to the State and employer **must be made in writing and contain the following information:**

(1) Driver's full name;
(2) Driver's license number;
(3) Date of conviction;
(4) The specific criminal or other offense(s), serious traffic violation(s), and other violation(s) of State or local law relating to motor vehicle traffic control, for which the person was convicted and any suspension, revocation, or cancellation of certain driving privileges which resulted from such conviction(s);
(5) Indication whether the violation was in a commercial motor vehicle;
(6) Location of offense; and
(7) Driver's signature.