



ADMINISTRATIVE PROCEDURE

TRAFFIC CAMERA/TOLL VIOLATIONS

4111

Procedure No.

December 1, 2015

Date

I. **PURPOSE:** To provide guidelines for the payment of traffic camera/toll notification of violations issued to Board of Education of Prince George’s County (Board) vehicles. Employees issued a Board vehicle shall not use toll roads without previous approval by the Chief of Supporting Services or his/her designee. It is the responsibility of the employee to ensure that the vehicle assigned to them is equipped with EZpass for toll use.

II. **BACKGROUND:** An increasing number of traffic camera/toll citations issued to Board vehicles makes it necessary to develop a uniform procedure for this matter to promote safe and efficient operations.

III. **DEFINITIONS:**

Citation – A notice of a monetary fine issued to a Board vehicle for speed camera, toll violations, red light violations or any other such infractions. All citations are validated prior to being paid by the Board.

Rolling Calendar Year - A period of 12 months (365 days) following the issuance of a citation.

IV. **PROCEDURES:**

- A. All traffic camera/toll citations issued to vehicles registered to Board vehicles shall be processed as follows:
1. Citations arrive by mail at the ISSC mailroom and are forwarded to Accounts Payable. Accounts Payable immediately pays the citation and forwards a copy to Central Garage Services.
 2. Central Garage Services identifies the Department operating the vehicle and maintains a permanent record of all citations including the amount, date, vehicle number and location.
 3. The responsible Director presents the driver of the vehicle with an Employee Acknowledgement of Restitution for Traffic/Toll Citation and a copy of the applicable citation. All Directors must maintain a daily log of employees operating all Board vehicles and a log of all traffic/toll violations and payments.
 4. The driver of the cited vehicle has 24 hours to respond in writing to the Director if he/she disputes the citation. The Director will complete his/her investigation within 30 days. If the investigation



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determines the driver is at fault, the cited driver has 30 days from the request for restitution notification to remit payment. Payment is to be given to the Department Director or Supervisor by check or money order made out to Prince George’s County Board of Education. After 30 days the full amount will be deducted from the employee’s next available pay transaction.

- 5. Progressive Discipline will be initiated by the Department Director or Supervisor of the responsible employee.

B. Progressive Discipline:

- 1. Drivers receiving a first citation are to receive a written letter of reprimand (or counsel).
- 2. Drivers receiving a second citation within one rolling calendar year are to receive a one day (1) suspension without pay.
- 3. Drivers receiving a third citation within the same rolling calendar year will be suspended for three (3) days without pay.
- 4. Drivers receiving a fourth citation within the same rolling calendar year will be suspended for ten (10) days without pay.
- 5. Drivers receiving a fifth citation within the same calendar year or drivers whose citation exceeds the posted speed by greater than 30 miles per hour will be subject to termination of employment.
- 6. Appeals are to be made in writing to the Department Director.

- C. Once a citation reaches its one year anniversary date, the citation will automatically drop off the current rolling calendar year and the calendar year resets with the oldest citation as the starting point.

V. **RELATED PROCEDURES:** None.

VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates from the Office of Chief of Supporting Services and will be updated as necessary.

VII. **CANCELLATIONS AND SUPERSEDES:** This procedure supersedes Administrative Procedure 4111 dated January 1, 2014.



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VIII. **EFFECTIVE DATE:** December 1, 2015.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10