

DRIVER IMPROVEMENT SPECIALIST

KIND OF WORK

Technical driver evaluation work.

NATURE AND PURPOSE

Under limited supervision, conducts hearings, interviews and assessments with traffic violators to determine the disposition and degree of restriction of driving privileges; determines remedial action to correct driving habits and attitudes; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Conducts interviews and hearings with traffic violators to determine action to be taken relative to driving privileges ranging from verbal warnings to license suspension using driving records, verbal responses, related reports and taking into consideration the driver's attitude and mental and physical condition.

Evaluates information related to an individual's ability to drive for use and determination of licensing status by review of medical reports, citizen complaints or accident reports.

Researches information regarding a driver's past record by contacting local law enforcement agencies, county courthouses, family members and other individuals to develop background information pertinent to determining the cause of license eligibility problems.

Conducts alcohol assessments to determine if the traffic violator may have a dependency problem which is affecting driving ability by using either formal or informal questioning formats as well as related driving history information.

Determines remedial actions of the violator to correct problems identified as affecting driving ability (i.e., alcohol treatment centers, driver improvement school) using the results of hearings, interviews and assessments to determine appropriate requirements.

Conducts administrative reviews with drivers whose licenses have been revoked via the Implied Consent Law by reviewing the police report to detect any inappropriate procedural activity by the arresting officer so that possible restoration of driving privileges can be considered.

Testifies in formal court proceedings regarding a driver's record and explains the particular action taken by the department against the driver so that all pertinent case information is presented for court review.

Interprets and applies State statutes and department policy and procedure to ensure that determinations are within established guidelines through utilization of the Evaluation Policy Manual.

Provides expertise and information concerning driving records, department policy and procedure, and State statute by responding to courts, attorneys and law enforcement agencies.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

#### Knowledge of:

Driver license law, traffic regulations and department policy and procedure sufficient to analyze driving records and restrict driving privileges given the particular violation or driving problem.

Court and legal procedures as applied to prosecution and defense of traffic violators sufficient to properly conduct administrative hearings.

Referral resources available to provide remedial action for problem drivers sufficient to provide the most appropriate resource for the driver.

#### Ability to:

Identify causes for undesirable driving actions, attitudes and habits through verbal interviews.

Formulate decisions from analysis of written and verbal information and application of appropriate policy, procedure and statute.

Organize forms and records pertaining to traffic violators to ensure that files are accurate and up-to-date.

Communicate effectively to explain complex licensing procedures and to speak with a varied public clientele.

Est.: 9/84  
Rev.:

T.C.:  
Former Title(s):