

**A GOFF LIMOUSINE & BUS COMPANY LLC
18 New Life Drive, Ruckersville, VA 22968
434-979-5466**

Moving Traffic Violation Reporting Agreement

Employee Name: _____

As per the US DOT Federal Motor Carrier Safety Regulations, Part 391.27:

- a) Each motor carrier shall, at least once every 12 months, require each driver it employs to prepare and furnish it with a list of all violations of motor vehicle traffic laws and ordinances (other than citations involving only parking) of which the driver has been convicted or on account of which he/she has forfeited bond or collateral during the preceding 12 months.
- b) Each driver shall furnish the list required in accordance with paragraph (a) of this section. If the driver has not been convicted of, or forfeited bond or collateral on account of, any violation which must be listed he/she shall so certify.

The form for this annual report is attached.

Additionally, our insurance carrier requires notification to us of any driving violations whether personal or company vehicles were involved as follows:

- Violations occurring in personal vehicles must be reported to A Goff Limousine & Bus Company within 48 hours.
- Violations occurring in A Goff Limousine & Bus Company vehicles must be reported IMMEDIATELY.
- Violations occurring in other commercial vehicles must be reported within 24 hours.
- Upon final resolution by a court, A Goff Limousine & Bus Company must be notified within 72 hours.

Employee Signature: _____ Date: _____