

Supervisor or Manager	5	Follow and issue appropriate Progressive Discipline	- Email copy of Signed Disciplinary Action to Employee Relations (employeerelations@azdot.gov) within 1 day of being issued.	
Employee Relations	6	Documentation	- File Copy of Signed Disciplinary Action and add it to official Employee Personnel File.	

TYPE OF VIOLATION	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE	*Employees are responsible for immediately responding to photo radar violations
SEATBELTS Includes: GPS-alert once vehicle hits 20+ MPH and seatbelt is not fastened	Letter of Reprimand and Driver Safety CBT	40-hour Suspension	Dismissal	
SPEEDING (< 20 MPH OVER SPEED LIMIT) and/or reported Unsafe Driving Includes: Law Enforcement Traffic Citation, Photo Radar Violation; OR Verified Citizen/Third Party Complaint	Letter of Reprimand and Driver Safety CBT	40-hour Suspension	Dismissal	
SPEEDING (20+ MPH OVER SPEED LIMIT) and/or reported Unsafe Driving Includes: GPS-detected for 30 seconds or longer; OR Law Enforcement Traffic Citation or Photo Radar Violation; OR Verified Citizen/Third Party Complaint	40-hour Suspension and Driver Safety CBT	Dismissal	<i>Note: Dismissal may be issued on 1st occurrence depending on the egriousness of speeding</i>	
SPEEDING (85+ MPH)	40-hour Suspension and Driver Safety CBT	Dismissal	<i>Note: Dismissal may be issued on 1st occurrence depending on the egriousness of speeding</i>	
GPS/SEATBELT TAMPERING	40-hour Suspension and Driver Safety CBT	Dismissal	<i>Note: Dismissal may be issued on 1st occurrence depending on the egriousness of tampering</i>	

* Driver Safety CBT may be assigned as an optional requirement in all occurrences prior to Dismissal