Memorandum

To: Andy Ardoin, Director of Transportation

From: Wayne Savoy, Superintendent

Date: February 14, 2013

Effective immediately, all Transportation employees who receive a traffic citation of any kind, while on duty or off duty, must immediately report that violation to you or your designee.

They must also appear before you or your designee and be able to produce their driver’s license, so that there is no question that their license has not been forfeited.

Thanks for your understanding.

WS/pc