CDL Conviction Reporting
Best Practices

The Federal Motor Carrier Safety Administration's primary mission is to reduce crashes and fatalities involving large trucks and buses. To that end, the Motor Carrier Improvement Act of 1999 mandates that state courts submit notices of convictions of commercial drivers to the State Driver License Agencies to ensure timely updating of driver records within 10 days of conviction.

FMCSA awarded the National Center for State Courts (NCSC) multiple grants to conduct research to document current practices and obstacles for courts processing and submitting timely information. NCSC is working with multiple states to better understand the landscape of commercial driving cases in the courts. As a result, this best practices guide has been developed to highlight sucessesful approaches to improve CDL conviction reporting.

Commercial Driving Resource Center CDRC
https://www.ncsc.org/cdrc

CDL Conviction Reporting
Best Practices Maturity Model

Process	Basic	Intermediate	Mature
Uniform Traffic Citation	Uniform traffic citations are not in place, and each jurisdiction creates thier own citation. There are some standard required data elements.	State level law enforcement is uniform, but some local customization of citations.	Statewide uniform citation format at all levels. Changes go through formal governance.
Data Exchange	Mostly paper based information flow or data exchange is a flat file dump.	Hybrid electronic/paper. Most courts report electronically with only a few outliers. Electronic exchanges use XML/JSON or other web services. There is a file dump of errors that is manually reviewed and processed.	Electronic exchange daily with feedback loop that provides status of transmission and errors. SDLA processing of court convictions is returned to the court as verification. Errors are corrected and status reported back to the court electronically.
Electronic Tickets/Citation	Limited use of electronic citations and it is based on the discretion of individual Law Enforcement Agencies. Early pilots in place.	Primary state enforcement agencies are using electronic citations, and the larger LEAs. Efforts are in process to have move all LEAs to the electronic format.	Statewide adoption and use of an electronic citation system. This information standardized and transmitted in an electronic data exchange.
Local Code or Statute translation to ACD	Only state codes translated and defined in statute. Some of the main ordinance codes are translated, but most are not mapped due to a large disparity in codes between municipalities. This requires manual work to assign an ACD code translation as needed.	State codes are uniformly translated. Municipal codes are only partially translated. Some level of standardization exists, but there are still outliers that have to be manually reviewed and assigned. There are efforts to work with municipalities to have a basic level of standardization for ACD codes.	All codes state and local codes are translated in a uniform manner including municipal ordinances. Code translation is maintained by an authoritative body or governance structure. The governance body agrees to a single standard.
CDL Specific Case Management	Case management system does not highlight CDL/CMV cases, and this is primarily a manual process to properly categorize this case type. Heavily dependent on roadside information.	Case management has field indicators for CDL/CMV but it is not consistently used. CDL/CMV information is part of the general information view, and not highlighted. Reliant on roadside data, or there is a data check after it gets to the SDLA and corrected after the case disposition.	Automated indicators for CDL/CMV using authoritative and verified data exchanges from the source by electronic citation query/capture or SDLA query. CDL/CMV cases have indicators in case management that use controls that will provide warnings if any unallowed processes such as diversion are applied.
CDL/CMV Indicator	Reliant on roadside to indicate CDL/CMV on the citation. All other processing must make note of this desgnation via a mostly manual process.	CDL/CMV indicator taken directly off scanned DL for electronic citations, but paper citations rely on roadside. Hybrid automation/manual process.	CDL/CMV indicator taken off DL and verified through other data exchanges. Files with errors are identified for correction through an automated process.
Data Access	Data is provided through direct contact with the agency owner through a manual process. No outside user access provided.	Some roles are given restricted access to view data for faster review. Not all stakeholders that need access are provided access and this may be due to statutory or rule limitations.	Direct access to electronic information to outside stakeholders is provided and restricted by agency and role. There are coordinated efforts to ensure optimal information sharing that is reflected and aligned within statutes and rules.
Governance	Meet only as needed to react to a crisis, legislative change, or other major event.	Formal/Informal governance in place, but not all stakeholders participate. This provides some structure and regularity.	Formal/Informal authoritative group with full stakeholder participation. Regular meeting intervals are in place.
Automated Workflows	Data entry, case creation, cross system queries to create a complete case file for court is a manual process.	Traffic dockets are generated by the case management system and supporting information from the SDLA is automatically queried and provided in the case file (in state).	Advanced workflows between agencies in place to classify traffic cases and automatically queue, record, process, and report information.
Criminal Complaint	Driver's license is included only at the discretion of the document originator. No standard or requirement for this information.	Driver's license included within the criminal complaint to allow the case to be tracked in divisions outside of traffic, but is done manually.	Driver's license included in the complaint to allow the case to be automatically tracked and processed even as it moves through divisions outside of traffic. The DL in the complaint is required by statute.
Training	Training is done as needed and is more of a mentorship knowledge transfer. No formal structure.	Standard training and procedures are established in addition to mentorship training. General formal structure exists and training is offered to individuals or in groups as needed.	Documentation and training is formalized with formal training in multiple formats in addition to mentorship. Online assistance with help guides that are searchable are always available. Use of performance metrics identify areas that may require additional training.
Performance Measures	Measuring performance is not part of regular practice and is done by manual sample as needed.	Critical performance measures are automated and reviewed and other measures are completed manually as needed.	There are established performance measures that are automated and reviewed at regular intervals. Benchmarks are established and performance outside of set thresholds are highlighted for review.