

# Loss Control



FARMERS

## Information Bulletin

### Motor Vehicle Record Evaluation Guidelines

Driver selection should go beyond verifying that a current or prospective authorized company driver has a valid drivers license. The fact that a person has a license may make it legal for one to drive, but it does not necessarily mean that the person is suitable to represent your company behind the wheel. Driver selection should be based upon their Motor Vehicle Record (MVR), driving experience, appropriate licensing, and verifying driving habits and abilities. This could involve written tests, road/driving tests and perception tests, a motor vehicle records review, and other driver skill assessment tools.

Assessing motor vehicle records for potential employees and annually for existing employees is important for several reasons. A person's driving history can give valuable clues about a person's future performance both as a driver and as an employee in general. A frequent history of traffic violations can indicate a "high risk taker" or someone who does not follow guidelines and rules very well.

By making motor vehicle reviews part of the yearly evaluation, a company can be certain of maintaining the high standards in effect when a person was hired. MVR reviews should be conducted for both company car drivers and those persons who drive their personal vehicles for company business.

Each company can establish their own criteria for what is deemed "unacceptable" for a driver to operate a vehicle for company business. The following list is an example of an "Acceptability Criteria" in your Driver Selection Criteria policy.

#### One or More Type A Violations in One year:

- Driving While Intoxicated or While Under the

#### Influence (DWI/DWUI) - Drugs or Alcohol

- Refusing to take a substance impairment test
- Driving with an open container (Alcohol)
- Negligent homicide when using a motor vehicle
- Driving while license is suspended or revoked
- Operating a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Permitting an unlicensed person to drive
- Reckless driving
- Evading police or a roadblock
- Resisting arrest
- Racing
- Failure to stop and render aid
- Failure to report an accident
- Illegal passing of a school bus

#### Any three or more Type B violations in the past three years:

- Having a license suspended in the past, related to moving violations
- Speeding
- Improper lane change
- Failure to yield right of way
- Failure to obey traffic signal or sign
- Careless driving
- Accidents

#### Other Factors to Consider

Some drivers may provide difficulties for your need to obtain an MVR or ability to fully evaluate their driving history. These would include:

Any driver who has only an international or foreign

driver's license

Any driver who has been licensed for less than three years, regardless of age

Any driver who is not licensed in the state of residence within the time required by the state

Another method of evaluating MVR criteria is to assign a point system to the various violations in your "Acceptable Criteria" and establish a point total amount that defines the threshold for unacceptable driver status for your company. This may include the ones previously listed in this information bulletin or those identified by your company after evaluating your fleet accident and incident history.

An example of this type of MVR evaluation policy is as follows:

### SAMPLE MOTOR VEHICLE RECORD PROGRAM

**Purpose:** The purpose of this program is to help control the vehicle accident exposures created by drivers. Drivers that have an excessive number of moving violations and/or accidents on their driving record are considered to be a higher risk and cause unnecessary liability exposures to this company.

**Policy:** It is the policy of this company that no job is so urgent that it cannot be performed safely. It is the goal of this company to provide a safe workplace for its employee, to operate in a profitable manner and to provide the best possible service to our customers. Preventing accidents is important to this goal.

**Application:** When a driver accumulates a total of six points in a two-year period, he/she will be considered a "high risk" driver and may be removed from "driver" status.

*Establish and insert your company disciplinary procedures in your policy. Sample Enforcement of Policy is contained in Loss Control Bulletin 26, Motor Vehicle Record Program.*

The two-year period begins when a driver has a violation or incident defined in this policy and points are assessed. At the end of two years from the violation, points will be eliminated on a monthly basis. This would allow a driver to improve their point assessments from this policy by demonstrating acceptable driving practices and procedures.

Points will be assessed as follows for vehicle incidents

reported by the driver and from citations issued by law enforcement:

Sideswipe accident or incident	2
Backing accident or incident	2
Running stoplight or stop sign	2
Speeding, under 15 mph over the speed limit	2
Following too close	2
Moving violation	2
Chargeable accident	2
Failure to maintain lane control	2
Failure to yield right of way	4
Rear-end collision accident or incident	4
Hit and run	6
Failure to report an accident or citation	6
Passing a stopped school bus	6
Reckless driving	6
Speeding, 15 mph or more over the speed limit	6
Racing or contest of speed	6
Homicide/assault with motor vehicle	6
DWI or DWUI	termination
Refusal to take drug/alcohol test	termination

### Five Important Issues Relating to MVR's

- *Motor Vehicle Records are available from the state in which a driver holds his/her license. Insurance Agencies and employers can also purchase Motor Vehicle Records from vendors. You may require employees to provide copies of their MVR.*
- *At the very minimum, you should have your insurance agent review every driver for their acceptability to underwriting guidelines. This should also be done for prospective drivers post a job offer but prior to the operation of a company vehicle. This policy should be applied to both company vehicle operators and those employees who drive their personal vehicles for company business.*
- *It is highly desirable for an employer to acquire and review MVRs internally. The Fair Credit Reporting Act requires employers to take certain steps before obtaining and using Motor Vehicle Records for employment decisions. The employer must get the prospective employee to sign a written authorization prior to the employer requesting their MVR and other records. The employer must inform the candidate of the possible consequences of having an unfavorable MVR.*
- *For drivers who have been involved in a preventable accident, MVRs should be reviewed at a minimum of every six months.*
- *Drivers who become "unacceptable" should be relieved from driving responsibilities until the MVR reflects an acceptable status.*

Your evaluation of a driver or prospective driver's MVR is a key component in reducing losses in your fleet operations.