

Information Bulletin

NUMBER 26

Motor Vehicle Record Program

The potential of vehicle accidents within your operation increases as a driver's Motor Vehicle Record (MVR) deteriorates. An MVR program helps to control vehicle accident exposures created by these drivers. Drivers with an excessive number of moving violations and/or accidents on their MVR have a higher risk of future accidents and represent an unnecessary liability exposure to your company. An effective Motor Vehicle Record Program includes the following components.

- A Purpose Statement,
- Policy Section,
- An Application Statement,
- Rules and Procedures, and
- An Enforcement Policy

Once your policy is developed, the drivers MVR's are then obtained through the appropriate agent in your territory. A signed release from each driver should be obtained prior to acquiring their MVR. This will assist your company with meeting state and federal regulations regarding authorization to obtain and use these records to determine each driver's current and future driving privilege. The implementation of an MVR program should include development of a formal policy similar to the one outlined in the next column.

- No major moving violations will be allowed. These include violations such as driving while intoxicated, hit and run, eluding a police officer, contest of speed or any felony or manslaughter conviction involving the use of a motor vehicle.

- No more than two other moving violations or accidents in a two year period will be permitted.
- Any of the above mentioned citations may result in removal from driving status or may make applicants ineligible for a driving position.
- The MVR will be obtained on an annual basis and re-evaluated according to these standards.
- In the event of sufficient violations or accidents which render the driver as uninsurable or place a risk on the company, the driver is subject to termination or probation. If at any time our insurance company considers a driver as uninsurable because of their driving record, said driver will be subject to termination and/or removed from driving status.
- A driver on probation will remain on probation until the MVR is again within company standards. This will occur when any violations or accidents drop off the MVR at the end of the year. A driver on probation will have their MVR checked every six months.
- If a driver is removed from driving status because of failure to meet these company standards, a non-driving position may be offered if one is available, or the driver may be terminated.
- Any driver currently employed as of this date who has already exceeded these company standards will be placed on probation immediately. The rules and procedures regarding the period of probation and removal of driving

privileges will apply as outlined above if another moving violation or preventable accident occurs.

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:* This Motor Vehicle Record (MVR) Program applies to all employees that drive company vehicles.

Sample Rules and Procedures

- All prospective employees whose job will involve driving a company vehicle or their own vehicle on company business will be required to list all accidents and moving violations they have had in the past three years on the application. An MVR will be obtained from the appropriate agency to verify this information. Any misrepresentation may be grounds for termination.
- The MVR will be evaluated according to company standards. This evaluation will be based on the following criteria:

Sample Enforcement of Policy

- Any employee found to be in violation of these policies will be subject to appropriate disciplinary action up to and including dismissal.
- Any employee of (*Company Name*) who is convicted of an alcohol or drug related driving offense is required to inform his or her supervisor of that conviction immediately. Failure to do so may be grounds for dismissal.
- If the incident occurred during normal working hours or, in the supervisor's judgment, while the employee was on company business, the employee has committed a serious violation of (*Company Name*) corporate policy. In such cases the supervisor is required to:
 - File a complete report concerning the conviction with their immediate supervisor to whom the employee's operating unit reports. That report should include the following:
 - All circumstances associated with the incident,
 - Any other charges which resulted from the incident,
 - The fine or sentence imposed by the court,
 - A record of any previous violations or convictions, and
 - A recommendation for appropriate disciplinary action.
- Any disciplinary action under this policy must be reviewed and approved by the appropriate policy committee member.