

SAMPLE MVR RECORD REVIEW CRITERIA

Driver Selection - Motor Vehicle Record Review Criteria

The success of our business rests partly upon our ability to select and maintain a pool of efficient and safe drivers. Therefore, applicants are required to sign a consent form allowing his/her Motor Vehicle Record (MVR) to be pulled before he/she is hired and allowed to drive for the company. MVRs will be kept in the applicant's/employee's file. Each applicant's driving record is required to meet the following criteria:

- Any applicant with a Type "1" driving violation in the last five years is undesirable for a driving position.
- Any applicant with three or more Type "2" driving violations or at-fault accidents in a three-year period is undesirable for a driving position.
- Any applicant with two moving Type "2" driving violations or driving accidents in a three-year period will be put on warning from a company monitoring standpoint. MVRs may be ordered more frequently on these applicants, if hired.

Type 1 Violations	Type 2 Violations
<ul style="list-style-type: none"> • Driving under influence of alcohol or drugs • Refusing to take a substance test • Driving with an open container (alcohol) • Reckless/careless driving • Hit and run • Fleeing or evading police or roadblock • Resisting arrest • Racing/speed contest • Driving with license suspended or revoked • Vehicular assault • Homicide or manslaughter or using vehicle in connection with a felony 	<ul style="list-style-type: none"> • Speeding: 1-14 mph over posted limit • Speeding: In excess of 14 mph over posted limit • Improper lane change • Failure to yield • Failure to obey traffic signal or sign • Accidents • Having a license suspended in the past related to moving violations • Driving while texting

A new driver may be required to complete a road test with an experienced company driver. The experienced driver will evaluate the new driver's performance and document the road test. These tests will be kept in the new driver's employee file.

Motor Vehicle Record checks

Annual record evaluations will be performed on all drivers, including the following:

- All drivers of company owned or leased vehicles.
- Salespeople or anyone driving their personal car on company business.
- Spouses or family members with access to company vehicles.
- Anyone who may be required to drive a company car or personal car for company business.

Non-owned Vehicle Requirements

Employees driving personal cars for company business must meet the following requirements:

- MVR checked pre-hire and annually.
- Have minimum limits of \$300,000.
- Provide Certificates of Insurance to management on an annual basis.