

SAMPLE

Background Check: Authorization and Release of DMV Records

The position I am applying for is a Category _____ Driving position. *[to be completed by Human Resources]*

I understand that driving a company vehicle (or my own vehicle, as required) is a requirement of the position I am being considered for and that having and maintaining a satisfactory driving record is a condition of my employment. I agree to allow [Company Name] to check my driving record prior to hire and to check it periodically thereafter. I further agree to report to my supervisor immediately any license suspensions, serious accidents or offenses, or any other condition that may affect my ability to drive a [Company Name] vehicle (or my own vehicle, if I am required to drive it) after I am hired. I agree to obtain a driver's license prior to hire if I do not already have one.

I understand that [Company Name] will use this information for employment purposes only and not furnish this information to a third party without my written consent.

[Editor's note: Do not include the following release if background check is run by a consumer reporting agency and therefore covered under the Fair Credit Reporting Act.]

I agree to release [Company Name], its employees and those who supplied the company with the information from any liability for any damage that may result from furnishing the requested information or my failure to be hired for the position for which I am applying.

Print Name

Date of Birth

Driver's License Number

State of License

Signature

Date

SAMPLE

Background Checks: Motor Vehicle Driving Record Policy

Objective

[Company Name] seeks to safeguard its employees and others when driving a motor vehicle is required in the course of conducting company business.

Policy

Following a conditional offer of employment, [Company Name] conducts motor vehicle record checks on all final job candidates for whom driving a motor vehicle is an essential job function. Thereafter, checks will be run annually for these employees, or when other employees must obtain and drive rental vehicles during the course of conducting company business.

[Company Name] will review motor vehicle records and make a determination as to drivers' status for applicants and employees according to the companywide classification system listed below:

Satisfactory

The individual is eligible to drive while conducting company business. His or her driving record indicates not more than one moving violation in the past 12 months.

Probationary

The individual is eligible to drive while conducting company business with the stipulation that the individual's motor vehicle record will be checked periodically over a period of probation. His or her driving record indicates more than one moving violation in the past 12 months but no more than two moving violations in the past 24 months. Any violations during the probationary period may result in termination of employment or other disciplinary action.

Unacceptable

An applicant for employment will not be hired if his or her driving record reflects any of the following infractions; some examples include but are not limited to:

- Suspended or revoked license.
- Three or more moving violations in the past 36 months.
- Any violations involving drugs, alcohol, controlled substances, etc. within the past 24 months.
- Leaving the scene of an accident within the past 24 months.
- Reckless driving within the past 24 months.
- At fault in an accident resulting in fatality or serious injury within the past five years.

Procedure for Existing Employees

[Company Name] will check the motor vehicle records annually for all current employees with driving responsibilities or those who use rental cars for business travel purposes. Any covered employee without a valid driver's license will not be allowed to operate a company vehicle or drive on [Company

Name] business. If driving is an essential job function and the employee cannot be reasonably accommodated, the employee will be terminated.

If an existing employee has a valid driver's license, but the employee's driving record falls at or below probationary status criteria (defined above), the employee will be placed on probationary status and will be subjected to the requirements of that status until the end of the probation. If during a subsequent periodic motor vehicle record check the employee's record indicates further violations, [Company Name] will review the specific circumstances surrounding the individual and determine appropriate action.

Procedure for Job Applicants Following Conditional Offer of Employment

[Company Name] will check the motor vehicle records of any job applicant when driving is an essential job function or when a rental car may be needed for business travel purposes. The applicant's job offer is contingent on eligibility under the company policy outlined above. The motor vehicle record check will include a review of all states listed on the individual's employment application and resume.

If the applicant does not have a valid driver's license, the applicant may not be hired, subject to the individualized assessment described above. If an applicant has a driving record that falls at or below the criteria listed under the unacceptable status (defined above), the applicant may not be hired. If the applicant's driving record meets the probationary status criteria, he or she will be placed into that status upon hire with further periodic review.

Resource: https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_021289.aspx