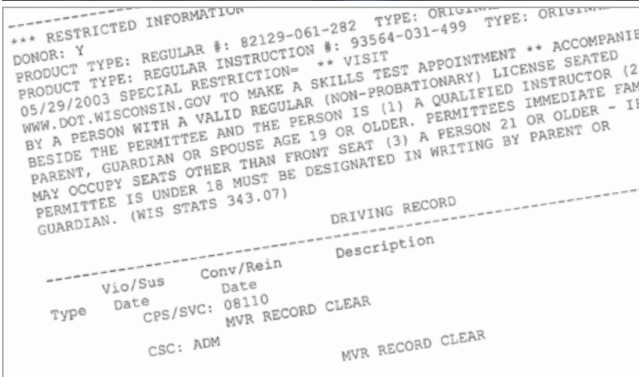


# Motor Vehicle Records

Motor vehicle records (MVR) should be checked during the pre-hire stages of employment and at least once a year after the driver is hired.



## Driving record checks include:

- Accidents
- Traffic Violations
- Suspensions
- Drug- or Alcohol-Related Convictions
- Address
- License Status
- Date of Issuance/Expiration
- Driver's Physical Description

Pete owned a pizza restaurant and hired John as a courier to help deliver the pizzas. John did well his first couple of weeks on the job and Pete was initially pleased with his performance. One day Pete received a call from the local police. John had attempted to race a friend in the company delivery van and caused an accident. The driver of the other vehicle was seriously injured and John was clearly to blame. The police asked Pete if he had performed an MVR or background investigation on John before he hired him. Pete explained that he had not. It turns out that John had an extensive driving record with numerous speeding tickets and reckless driving charges. Pete not only wasted time and money training John, but now his company was liable for John's reckless behavior.

The United States Department of Transportation estimates that more than 317,000 commercial truck accidents occur every year. Fortunately, an MVR check can prevent dangerous drivers from causing accidents or violating company policy, any of which can endanger your company.

Before you hire that driver, what was the driving history on his/her last job, or in another state? An MVR can provide the answer. Low-cost motor vehicle record checks are available in every state in the U.S.

## Department of Transportation Links:

<http://www.dot.state.wi.us/>

<http://www.dot.state.il.us/>

<http://www.dot.state.mn.us/>

<http://www.in.gov/indot/>

<http://www.iowadot.gov/>

<http://www.dot.gov/>

*continued...*

## There are three ways to obtain individual MVRs:

1. Make it the employee's responsibility to complete and submit the Driving Record form that can be found on your state's Department of Transportation (DOT) website. After completing the state form, it should be mailed to your state's DOT. Making this mandatory and setting a deadline for your employees increases the likelihood of participation.
2. The employer can also complete a form requesting a driving record on behalf of the employee. You must have the employee's written consent which you must send to your state's DOT. This ensures that the process is completed in a timely manner. Some employers ask employees to sign this form during the hiring process. This allows you to check an MVR at any time during the individual's employment.
3. Contact a third-party vendor about ordering MVRs. Third-party vendors can be paid to obtain the driving records of your employees.

The State of Wisconsin's Department of Transportation also offers a program called the Public Abstract Request System (PARS). PARS allows participants to obtain MVRs more quickly, creates both driver and vehicle record abstracts, and notifies the employer if there's recent activity on the employee's driving record. Other states may offer this, as well.

West Bend strongly suggests that your company create and implement a Driver Eligibility Plan. Details of the plan should include specifics on the number of accidents allowed, the severity of accidents allowed, and the number of citations allowed before losing driving privileges. A sample "Driver Eligibility Guidelines" policy can be found at <http://www.thesilverlining.com/sample-safety-policies>.

Motor vehicle records should be discussed privately with the employee and kept in the individual's personnel file.

04/1987 M

DRIVER LICENSE

Issued	Expire	Status
05/08/2006	06/04/2014	VALID
05/29/2003	05/29/2004	EXPIRED

Spec REST CARD

MISCELLANEOUS AND STATE SPECIFIC INFORMATION

\*\*\* RESTRICTED INFORMATION

DONOR: Y

PRODUCT TYPE: REGULAR #: 82129-061-282 TYPE: ORIGINAL

PRODUCT TYPE: REGULAR INSTRUCTION #: 93564-031-499 TYPE: ORIGINAL

05/29/2003 SPECIAL RESTRICTION= \*\* VISIT

WWW.DOT.WISCONSIN.GOV TO MAKE A SKILLS TEST APPOINTMENT \*\* ACCOMPANIED BY A PERSON WITH A VALID REGULAR (NON-PROBATIONARY) LICENSE SEATED BESIDE THE PERMITTEE AND THE PERSON IS (1) A QUALIFIED INSTRUCTOR (2) PARENT, GUARDIAN OR SPOUSE AGE 19 OR OLDER. PERMITTEES IMMEDIATE FAMILY MAY OCCUPY SEATS OTHER THAN FRONT SEAT (3) A PERSON 21 OR OLDER - IF PERMITTEE IS UNDER 18 MUST BE DESIGNATED IN WRITING BY PARENT OR GUARDIAN. (WIS STATS 343.07)

DRIVING RECORD

Type	Vio/Sus Date	Conv/Rein Date	Description	Vio/Conv Pts Code
	CPS/SVC: 08110		MVR RECORD CLEAR	
	CSC: ADM		MVR RECORD CLEAR	

