

# Driver Eligibility Guidelines

## Driver Qualification Policy

The purpose of the following policy is to safeguard employees who drive company vehicles, protect other drivers on the road, and ensure (Company's Name) jkhjkh kjhjhk kjhjhk kjh kjhkh kjhjh is represented with safe and courteous drivers. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, (Company's Name) xxxxx xxxxx xxxxxxxx xxxxxxxxxxxx endorses all applicable federal, state, and local motor vehicle regulations relating to driver responsibility. Employees affected by this driver qualification policy include all employees who are provided a company vehicle, may use a company vehicle as part of their regular job responsibilities, or use their personal vehicles for company business.

**Motor Vehicle Record Policy** – If your position requires driving, your motor vehicle record will be reviewed before hire and (every six months/annually) thereafter. You must meet these minimum driving criteria:

1. Hold a valid driver's license in good standing with your current state of residence.

2. Minimum age of 18, with two years minimum driving experience.
3. Minimum age of 21 for all CDL holders driving over state lines.
4. For all new and existing employees, motor vehicle records will be checked as a condition of employment.
5. Motor vehicle records must meet and remain acceptable according to the MVR eligibility criteria below.

**MVR Eligibility Criteria** – Below are the grading criteria (Company's Name) xxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxx xxxxx xxx will use to determine driver eligibility.

An "Unacceptable MVR" will be determined by application of the following violation/accident point table\*. The prior 36-month (3-year) history of the MVR will be reviewed. An "Unacceptable MVR" is one where more than (4 points/6 points) are accumulated in the 36-month period. Violations exceeding the (4 points/6 points) limit will be reviewed by a committee comprised of the employee's immediate supervisor, department head, a representative of Human Resources, and the owner of the company. The employee must notify their manager of any violations within 24 hours of occurrence\*.

2 points:	Altered driver's license	Failure to dim lights	Operating without owner's consent
	Backing illegally	Failure to report accident	Passing illegally
	Speeding less than 15 mph	Following too closely	Seat belt violation
	Defective speedometer	Illegal riding	Too fast for conditions
	Deviation from lane of traffic	Illegal turn	Unnecessary acceleration
	Driving on wrong side of road	Imprudent speed	Violation of restriction
	Failure to give signal	Inattentive driving	
	Failure to yield right-of-way	Obstructing traffic	

4 points:	At-fault accident	Permitting unauthorized person to drive
	Failure to stop after accident	Falsified application
	Reckless driving	Speeding between 15 mph and 20 mph
	Falsified accident report	Failure to stop for school bus

6 points:	All other violations including, but not limited to:	
	Alcohol- and drug-related violations, including operating under the influence of intoxicating liquor, narcotic, or dangerous drugs	
	Vehicle used in commission of a felony	
	Racing	
	Eluding or attempting to elude a police	
	Operating with revoked or suspended license	
	Implied consent violations, including BAC (Blood Alcohol Content)	
	Homicide or manslaughter	
Speeding 20 mph or more over limit		
Intoxicant in vehicle		

The committee reserves the right to assign any number of points they deem appropriate for other violations not listed above.

*\*No disciplinary action will be taken until a conviction for a violation is rendered.*



# Driver Eligibility Guidelines

**Disciplinary Action** – Disciplinary action will be determined by a committee consisting of the employee's immediate supervisor, department head, a representative of Human Resources, and the owner of the company. Drivers may be subject to the following actions:

- Offer of employment revoked;
- Termination of employment;
- Reassignment to another position not requiring driving;
- Driving privileges revoked; and
- Or other disciplinary actions deemed appropriate by the committee.

## **Deductible Responsibility**

If an employee is involved in an accident in a company-owned vehicle, and it is determined by our insurance carrier that the employee was at fault, the employee will be accountable for paying the cost of repairs or a (\$250/\$500) contribution toward the cost of repairs, whichever is less. If an employee is involved in a second at-fault accident within three years, the employee will be accountable for paying the cost of repairs or a (\$500/\$1,000) contribution toward the cost of repairs, whichever is less.

# Driver Eligibility Guidelines

## Disclosure and Consent Form: Employee Motor Vehicle Record

1. As a condition of my employment, I give permission to and/or its representative(s) to obtain my motor vehicle record (MVR).
2. I authorize any agency contacted by (Company's Name) to provide my MVR.
3. I acknowledge and understand that the information in my MVR is protected by the Driver's Privacy Protection Act of 1994.
4. I understand that any job offer made to me by may require driving, and the job offer is contingent on the review of my MVR.
5. I understand that if my MVR does not meet the standards outlined in driver qualification policy, (Company's Name)xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx has the right to withdraw the employment offer and/or terminate my employment.
6. I understand that this consent will remain on record and will act as my authorization for (Company's Name) to procure my MVR at any time throughout the duration of my employment.
7. I understand that I have the right to request a copy of my MVR from the state in which my license is issued.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Full Printed Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Date



# Driver Eligibility Guidelines

## Obtaining Motor Vehicle Records

### Illinois:

In Illinois, the only way to obtain employees' motor vehicle records is to send a written request on company letterhead to the Secretary of State. An employer must send a formal request and Illinois Driving Record Abstract Request Form. Requests must include the employee's driver's license number, full name, date of birth, and a check for the appropriate amount (\$12 per record as of July 31, 2014). A copy of the signed consent form should also be included. The request should be sent to:

Secretary of State  
Attention: Driving Record  
2701 S. Dirksen Parkway  
Springfield, IL 62723

The Illinois Driving Record Abstract Request Form can be found at:

[http://www.cyberdriveillinois.com/publications/pdf/publications/dsd\\_dc164.pdf](http://www.cyberdriveillinois.com/publications/pdf/publications/dsd_dc164.pdf)

### Indiana:

There are two ways to obtain employees' motor vehicle records in Indiana.

Each individual employee may create his/her own myBMV.com account to view and print the driving record. A printable version of the driver's official driver record is \$4 (as of July 31, 2014). Here is a link to the myBMV login site:

<https://secure.in.gov/BMV/mybmv/Default.aspx>

Employers may also run motor vehicle records on their employees. The employer must first set up an IN.gov account with "Basic Access." This account costs \$95 per year, and the cost to print each employee's driving record is \$7.50 (as of July 31, 2014). Here is a link to IN.gov's Driver License Record Search:

<http://www.in.gov/ai/appfiles/bmv-license-search/>

### Iowa:

There are two ways to obtain employees' motor vehicle records in Iowa.

Each individual employee may create his/her own myMVD.com account to view and print records. Here is a link to the myMVD login site:

<https://mymvd.iowadot.gov/Account/Login>

Employers may also run motor vehicle records on their employees. The employer must first set up an account with Iowa Interactive. Iowa Interactive will require you to create an account and have each employee complete a Privacy Act Agreement. Iowa Interactive will then provide a certified copy of the employee's driving record for a cost of \$8.50 per record (as of July 31, 2014).

Iowa Interactive can be reached at:

515-323-3468 or <http://www.iowaccess.net/iowadlr/>

The website is complete with all necessary forms and instructions.

### Minnesota:

Minnesota does not have online access to motor vehicle records; however, the employee or employer may request this information via mail.

An employee may obtain his/her own motor vehicle record by filling out a Record Request Form. The cost for a certified record for the employee is \$10 (as of July 31, 2014). The form may be found at:

<https://dps.mn.gov/divisions/dvs/forms-documents/Documents/RecordRequestForm.pdf>

An employer may obtain motor vehicle records on an employee(s) by first obtaining permission from the employee(s) using the Grant Access to Record Authorization form. This form may be found at:

<https://dps.mn.gov/divisions/dvs/forms-documents/Documents/GrantAccessToRecordAuthorizationForm.pdf>

Once access has been granted by the employee, the employer may mail in a request by completing the Multiple Record Supplement Form; a link to this form is provided below. The cost for each certified driving record is \$10.50 (as of July 31, 2014).

<https://dps.mn.gov/divisions/dvs/forms-documents/Documents/MultipleRecordSupplementForm.pdf>

### Wisconsin:

There are two ways to obtain employees' motor vehicle records in Wisconsin.

Each individual employee may request a Driver Record Abstract Request by following the link below. The cost for each abstract is \$5.50 (as of July 31, 2014).

<http://www.dot.wisconsin.gov/drivers/drivers/request-record.htm>

An employer may also request a Certified Record Check by completing the form below. This form must be accompanied by a written consent by the employee. The cost of each Certified Record Check is \$12 (as of July 31, 2014).

<http://www.dot.state.wi.us/drivers/forms/mv2896.pdf>

## Additional ways to obtain MVRs:

Fee companies and fleet management companies may be able to run MVRs on your employees. The fee for each company varies, but the use of these companies may limit the amount of time spent on your part. Examples of fee companies include:

### IntelliCorp

<http://www.intellicorp.net/>

### Wisconsin Interactive Network (Wisconsin Only)

<http://portal.wisconsin.gov/register/index.html#pars>

### Hire Right

<http://www.hirerite.com/>

