

## MOTOR VEHICLE REPORTS (MVR) PROGRAM

Motor Vehicle Reports (MVRs) provide vital information for employers when qualifying potential employees and current employees for driving privileges. The MVR is a history of a person's driving habits.

MVRs should be obtained and reviewed:

- Prior to hiring an employee with driving duties
- Before placing a current employee into a new position with driving duties
- As part of the accident investigation process for on-the-job vehicle accidents
- Annually to determine if an employee will maintain driving privileges

MVR reviews should be done on all employees that drive as part of their job whether in a company owned or non-owned (personal, rental, etc.) vehicle.

Vehicle accident studies have found a correlation between past driving performance and accident experience. Many drivers that are involved in vehicle accidents have had more than one vehicle accident and/or violation during the 36 months prior to their most recent accident.

There are exceptions to these statistics. A person's future performance cannot exactly be predicted based on their past record. Therefore, it is important to review each Motor Vehicle Record (MVR) on its own merits. A MVR must be interpreted in relation to the driver's age, driving experience, type of violations, attitude, as well as other characteristics.

Here are a few questions to consider when evaluating an MVR.

- Is the number of violations and accidents increasing or decreasing in relation to the age and experience of the individual?
- Is there a trend (frequency, type) of violations that would lead to a particular accident type?
- Are there any indicators that suggest there will be an increase or decrease in violations or accidents in the future?

## MOTOR VEHICLE REPORTS (MVR) PROGRAM

### Establishing a MVR Review Program

1. Develop a corporate policy statement on motor vehicle review process.
2. Establish procedures for obtaining MVRs
  - Prior to hiring an employee with driving duties
  - Before placing a current employee into a new position with driving duties
  - As part of the accident investigation process for on-the-job vehicle accidents
  - At least annually to determine if employee will maintain driving privileges
3. Obtain the longest reporting time possible, ideally a 7 year history. MVR reports are available for various time periods and the reporting time is sometimes dictated by jurisdiction.
4. Develop objective criteria for evaluating an employee's MVRs along with corrective actions to be taken for less than acceptable MVRs.
5. Establish a process for communicating the outcome of each person's MVR review to the employee, their supervisor, safety coordinator, fleet administrator, personnel manager, and any other appropriate personnel. The communication does not need to convey the violations just the outcome, i.e., authorized to drive, not authorized to drive, etc.

### Developing MVR Criteria & Consequences

Written criteria should be developed to ensure a consistent and objective review process. In addition to the criteria, there should be consequences for current employees with driving records that do not meet the criteria. These consequences may range from verbal warnings to suspension of driving privileges to termination. Completion of a defensive driving training course (such as offered at community colleges) is a possible consequence for borderline MVRs. Once the criteria and consequences are developed, they should be communicated to all employees involved in operating vehicles (owned or non-owned) on company business. It should also be communicated to potential employees that will have driving duties during the hiring process.

When reviewing the MVR, violations that have occurred in either a commercial or private vehicle must be considered. The belief is people will operate vehicles the same way whether they are driving for business or pleasure.

## MOTOR VEHICLE REPORTS (MVR) PROGRAM

In compliance with the Fair Credit Reporting Act, (co. name) is requiring each employee who may be operating a motor vehicle for business purposes, to sign a release form.

By signing this form, I \_\_\_\_\_ agree to have (co. name), or their assignees, run a check of my Motor Vehicle Report (MVR).

I understand that derogatory information on my motor vehicle record could impact my eligibility to operate a motor vehicle for business purposes.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

PRINT FULL NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

DRIVERS LICENSE # \_\_\_\_\_ ISSUING STATE \_\_\_\_\_

## MVR REVIEW

Driver Name: \_\_\_\_\_ Date Reviewed with Driver: \_\_\_\_\_  
 Location: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Violation	Number of:	Points assigned	Total
DUI/DWI		x 6	
Chemical test refusal		x 6	
Reckless/careless Driving		x 6	
Driving with Suspended License		x 6	
License/ Revoked License		x 6	
Three Accidents		x 6	
Fleeing a Police Officer		x 6	
Allowing Unlicensed Driver to Operate Vehicle		x 5	
Racing on a Public Highway		x 5	
Failure to Stop for School Bus		x 5	
Excessive Speed, 30 mph or More Over Limit		x 5	
Driving with suspended license		x 4	
Fleeing police		x 4	
Leaving the Scene of an Accident		x 4	
2nd At-Fault Accident		x 4	
Disregard Traffic Control Device/ Red Light/ Stop Sign		x 4	
1st At-Fault Accident		x 3	
Operating Unsafe Vehicle		x 3	
Following Too Close		x 3	
Excessive Speed, 20 mph to 30 mph Over Limit		x 3	
Speed Too Great for Conditions		x 3	
Failure to Yield Right-of-Way		x 3	
Speeding(>15mph over limit or over 75mph)		x 3	
Speeding (< 15 mph over speed limit)		x 2	
Improper/illegal lane change or turn		x 2	
Following to close		x 2	
Traffic signal offenses		x 2	
Preventable accidents		x 2	
Improper Backing or Turning		x 2	
Operating Vehicle Without Insurance		x 2	
Seat Belt Violation		x 2	
Failure to Have Vehicle Under Control		x 2	
Driving on Wrong Side of Road		x 2	
Failure to Pay Traffic Ticket		x 1	
Obstructed Vision		x 1	
Improper Parking		x 1	
Failure to Signal for direction / slowing		x 1	
Failure to yield		x 1	
Failure to signal		x 1	
Operating a defective vehicle		x 1	
Improper Enter/ Exit		x 1	
Passing Through/ Around Crossing Barriers		x 1	
Equipment Violation / Tires/ Lights/ etc.		x 1	
Total MVR Points			

If the total points equal: 6 or more (Unacceptable); 4 to 5 (Questionable); 2 to 3 (Marginal); 0 to 1 (Acceptable)

## MVR REVIEW

If a record indicates six (6) or more points within the previous three (3) year period, that person may be disqualified as a driver.

NOTE: The MVR review criteria on the previous page is intended to serve as a guideline for evaluation purposes. Allowance will be given for management discretion as deemed appropriate. However, any exceptions made for "Unacceptable" MVRs will require written approval with rationale from a General Manager.

### Signatures

I confirm that my driving record was reviewed with me on this date by management. I fully understand the company MVR program and the MVR review process. I also understand the corrective actions, if any, that apply to my review.

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I confirm that I have conducted an MVR review on this date as documented by this report. I reviewed the corrective actions, if any, that apply.

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MVR REVIEW

## Corrective Action Guidelines

TOTAL POINTS FOR MVR REVIEW EVALUATION	MVR REVIEW RECOMMENDED	CORRECTIVE ACTIONS
2 to 3 Points	Marginal	<ul style="list-style-type: none"> <li>• Coach driver and document</li> </ul>
4 to 5 Points	Questionable	<ul style="list-style-type: none"> <li>• Coach driver and document</li> <li>• Require defensive driving training</li> <li>• Place on probationary driving status</li> <li>• Restrict personal use, if any</li> </ul>
6 or More Points	Unacceptable	<ul style="list-style-type: none"> <li>• Coach driver and document</li> <li>• Place in non-driving position</li> </ul>

## MVR Review Exceptions

Driver exceptions for MVR corrective actions should be very rare, if at all. The basic reason for MVR reviews is to ensure, as best as possible, that drivers are safe operators. Management has a legal obligation to do so under the doctrine of negligent entrustment. Added legal liability is accepted (knowingly or not) when a driver is allowed to operate a motor vehicle on company business without first reviewing the MVR. An even greater level of liability is accepted when a driver with a confirmed unacceptable MVR is allowed to drive. Therefore, making an exception with an MVR review should be done with the knowledge of the risk involved.

If an exception is made for an MVR review, top management must make the decision. In addition, written documentation of this decision is required to include specific rationale justifying the decision. This explanation, signed and dated by authorized official, is to be included with the MVR Review form as documentation of the decision process.

## MVR Review Exception Record

Driver: \_\_\_\_\_ Location: \_\_\_\_\_

Authorized Company Official: \_\_\_\_\_ Title: \_\_\_\_\_

I hereby authorize an exception to our MVR Review guidelines for referenced driver for the following reasons:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_