

## Motor Vehicle Record Analysis

The quality of job performance affects the success of your entire fleet operation and directly influences the fleet's safety performance. Every effort should be made to ensure that each employee who operates a motor vehicle on your behalf, whether it is a company-owned vehicle or using their own vehicle in the performance of their job, is the most qualified. In order to do this, the following guidelines should be followed.

First, each of the above-mentioned employees should be required to produce their driver's license each year. You or your staff should copy both sides. The copy should be dated and placed in the employees' personnel file. Not having the license in their possession should be an item of concern.

Once all copies have been collected, Motor Vehicle Records (MVR's) should be checked. The MVR is available from the state in which the operator holds their driver's license (Department of Motor Vehicles) or through numerous service companies. The MVR request must detail the accident and traffic violation history of the candidate for, at minimum, the last five years.

The value of the MVR is that it provides an indication of the candidate's future driving performance based on past accidents and violations. Note that some individual states do not report all accident and violation information on the MVRs. Because of this, a clear MVR does not necessarily indicate the driver has not experienced recent accidents or traffic violations. In spite of this, the use of the MVR as a screen is still important and worthwhile. An MVR detailing a history of small violations or just one major violation needs to be closely examined by management.

Check with your state's Department of Motor Vehicles on their MVR ordering procedures. Some states require a state form to be filled out; some require a signed release from the candidate. All states will charge a small fee for each MVR ordered. There are also service companies that can obtain MVRs for you on a fee basis. A copy of the MVR should be kept on file. Adhere to any and all privacy laws when using MVR data.

The following guidelines are suggested, and should be used to uniformly evaluate all MVRs.

# RECOMMENDED MVR GUIDELINES

Type A Violations	Type B Violations
Driving under influence of alcohol or drugs Refusing to take a substance test Reckless 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 Careless Driving	Moving violations that include: Speeding 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

## Guidelines:

1. Anyone with a Type A driving violation in the last five years is unacceptable.
2. Anyone with three or more Type B violations or two or more at-fault accidents in a three-year period is unacceptable.
3. Anyone with two moving Type B driving violations or one driving accident in a three-year period should be put on warning, from a company monitoring standpoint. License checks and MVR's should be ordered more frequently.

In addition to the initial MVR check, all employees who routinely drive on company business should have their MVR screened at least once every 12 months to ensure their driving record remains acceptable.

*Alteris Insurance Services provides the above program information in order to reduce the risk of insurance loss and claims. The information provided is not intended to include all potential controls or address any insured specifically. Alteris also does not warrant that all loss and/or claims will be avoided if the program information is followed. By providing this information, Alteris in no way intends to relieve the insured of its own duties and obligations, nor is Alteris undertaking, on behalf of or for the benefit of the insured or others, that the insured's property or operations are safe, healthful, or in compliance with any law, rule or regulation. Insureds remain responsible for their own efforts to reduce risks and should consult their own legal counsel for appropriate guidance.*