

Evaluating Motor Vehicle Records

Provided by Harleysville's Risk Control Department
800.523.6344 ext 8100 www.harleysvillegroup.com/riskcontrol

Part of a company's overall risk management plan includes assessing employee driving performance. The Motor Vehicle Record or MVR can be obtained from state motor vehicle information databases after employee authorization. Since driving a company car is a privilege after all, it's a wise investment to keep track of driving performance and address any substandard or dangerous driving activity as soon as possible. Part of any effective program includes communicating expectations relative to driving performance to your employees. To drive the point home, we suggest that everyone acknowledge the process by providing authorization for the annual review of MVRs and recommitting to your company driving standards.

The guidelines below provide your company with a road map to determine next steps when reviewing driving performance. Making this information a part of your company handbook will make it easy to access in the future. We suggest maintaining signed copies of your agreements in employee files.

| Number of Moving Violations Within Past Three Years | Number of Accidents Within Past Three Years | | | | DUI or DWI Violations |
|---|---|------------|------------|------------|-----------------------|
| | 0 | 1 | 2 | 3 | 1 or More |
| 0 | Clear | Acceptable | Borderline | Prohibited | Prohibited |
| 1 | Acceptable | Acceptable | Borderline | Prohibited | Prohibited |
| 2 | Acceptable | Borderline | Prohibited | Prohibited | Prohibited |
| 3 | Borderline | Prohibited | Prohibited | Prohibited | Prohibited |
| 4 | Prohibited | Prohibited | Prohibited | Prohibited | Prohibited |
| 5 | Prohibited | Prohibited | Prohibited | Prohibited | Prohibited |

Recommended Actions When Driving Performance Falls Below Expectations

| | |
|-------------------|---|
| Borderline | Aggressive driving has become a major problem on our roadways. The National Highway Traffic Safety Administration (NHTSA) publishes statistics on traffic crashes and fatalities. Speeding is one of the most prevalent factors contributing to traffic crashes. NHTSA research shows that speeding was a contributing factor in 30% of all fatal crashes. So, be cautious about overlooking speeding infractions or other driving infractions. Incorporate driving awareness training, defensive driving techniques, in-vehicle testing and coaching or consider reassignment to assure safe and healthy working environment. |
| Prohibited | Revoke driving privileges/personal vehicle use on company business. You will not be permitted to drive until you bring written notification from the Motor Vehicle Department stating your driving privileges are reinstated. |

Want More Information?

Check with your State Motor Vehicle Department to obtain Motor Vehicle Records; be sure to have employees complete the Fair Credit Reporting Authorization form and sample driver agreement.

SAMPLE Employee Sign-off sheet

The company expects its drivers to operate in a safe, legal and professional manner at all times. Drivers convicted of moving traffic violations jeopardize their livelihood and the company's safety standards. All drivers for the company are expected to maintain an acceptable driving record. Moving traffic violations include speeding, improper lane changes, driving too fast for conditions, following too close, failure to yield, etc.

Motor Vehicle Records (MVRs) will be obtained after a signed MVR privacy protection waiver (Sample 1) is received from the employee. Management will review the MVR using the criteria outlined in Evaluating MVR Criteria to assure that company safety standards regarding driving are upheld.

(Company Name) believes that our employees are our most valuable assets and the success of the company is determined by the quality of our employees and their actions. Because of these beliefs, the personnel selections of the company are extremely important. (Company Name) is committed to retaining the most qualified employees and that extends to driving privileges.

I acknowledge that I have been informed and given a copy and access to (Company Name)'s driving policy. I have and understand the procedures contained in the documents including the practice of obtaining and reviewing my motor vehicle record as it relates to driving performance. I accept the policy as a working document that I will support and follow in my daily work and for as long as the employment relationship lasts.

Signature: _____ Date: ____ / ____ / _____

Supervisor Signature: _____ Date: ____ / ____ / _____

Employer Best Practices Timeline of Events

- 1st Distribute Fair Credit Reporting Authorization form authorizing your company to obtain MVR: Communicate company expectations regarding driving for company business using driver agreement.
- 2nd Obtain Motor Vehicle Records from the State Dept. of Motor Vehicles; your agent can provide additional insight. Review MVRs using Evaluation Criteria and determine next steps for borderline or prohibited driving performance. Require attendance at a defensive driving course; suspend driving privileges or implement other disciplinary actions.
- 3rd Incorporate driving awareness training, in-vehicle testing and coaching or defensive driving techniques as well as periodic vehicle maintenance to optimize performance.
- 4th Check industry and governmental resources for assistance with your programs.

Federal Drivers' Privacy Protection Act

Authorization to Obtain Motor Vehicle Report

For the sole purpose of determination and evaluation of my motor vehicle operating record and pursuant to the State and Federal regulations of compliance, I,

_____ authorize
(Name of assigned driver/employee)

(Name of Company or Agency)

to obtain my Motor Vehicle Record. I understand that this record may contain personal information* in addition to any/all driver violations and/or accidents, which may be on record through the _____ (Name of State) State Department of Motor Vehicles. I also authorize release of this information to my employer (or proposed employer).

(Signature of Employee)

(Social Security Number)

(Driver License Number)

(State)

(Date of Birth)

(Street Address & Mailing Address)

(City)

(State)

(Zip Code)

Date Signed

**Personal information means information that identifies an individual including an individual's photograph, social security number, driver identification number, name, address, and telephone number. It does not include information on vehicular accidents, driving violations or driver status.*

Summary

Distribute the Fair Credit Reporting Authorization form and a driver agreement to your employees.

Collect signed copies and store them in personnel files for future reference.

Now, you can access driving records and evaluate them using your established criteria.

As a business owner, there are several ways to access the records. You may locate your own provider, or check with the following sources to assist with obtaining motor vehicle records:

- ChoicePoint: <http://www.choicepoint.com/business/industry/staffing.html?l2is=es>

- Unofficial Guide to the DMV: <http://www.dmv.org/>