

Sample Motor Vehicle Report (MVR) Policy

Disseminated by: Care West Insurance Company



MVR Driver Eligibility and Points Classification

As your employer we have stringent standards for employees who operate any vehicle in the course of employment. It applies to employees with commercial licenses (class A and B) as well as employees with non-commercial (class C) licenses.

A valid driver's license, five years licensed driving experience, and a current Motor Vehicle Record (MVR) will be required of all applicants for positions involving use of a motor vehicle in the course of their employment. This includes all who will use a personal vehicle to conduct company business once a month or more. The MVR will be reviewed for acceptability using the following criterion prior to assigning driving responsibilities.

On an ongoing basis (annually), MVRs will be required and reviewed for employees who operate a vehicle in the course of their employment.

The company defined criteria for the employee's driving record is:

- Prospective employees with *more than* two moving violation points in the past 36 months are not eligible for hire for positions with driving duties.
- Active employees with more than three moving violation points in the past 36 months are not eligible to drive in the course of their employment.
- Prospective or active employees with any "major violation" are not allowed to operate motor vehicles on public roads and highways in the course of their employment.

Moving Violations:

- An accident in which you are at fault
- A minor moving violation (traffic or speeding ticket)
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Major Violations:

- DWI, DUI, Implied consent or any drug related violation
- Manslaughter or negligent homicide involving a motor vehicle
- Felony involving a motor vehicle
- Racing
- Felony Hit & Run
- Reckless Driving
- Fleeing or attempting to elude a police officer
- Driving on a suspended or revoked license

Disclaimer: Loss Control and safety is the responsibility of your Company's management. Our surveys, support services, and loss control materials relate only to the insurability of the workplace and the premiums to be charged. Any recommendations whether submitted in writing or not and any support service and/or support material are provided because we believe they may impact losses relative to the coverage we afford under the insurance contract. Our surveys, recommendations, support services, and/or support materials do not address and are not intended to address every loss potential, statute violation, or exception to good practice. (ed. 2018 07-17)

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Re-qualification

Drivers who are determined ineligible to operate a company vehicle or a personal vehicle on company business through an accumulation of poor driving experiences may re-qualify after a minimum 6 month period.

To re-qualify for driver eligibility:

1. Employees should submit a written request for reinstatement. If the company agrees that it is in the best interest of the company, and the employee qualifies under the above criteria for reinstatement of driving duties, the manager should request senior management review for possible reinstatement as a driver.
2. Reinstatement of driver eligibility requires Company's chief executive (President/CEO) approval.
3. Before being allowed to resume driving duties a current MVR (within 30 days) will be evaluated after approval of the request for re-qualification.
4. Drivers may also be required to complete driver improvement training on which may include behind-the-wheel coaching to help improve driver behavior and habits. This training is to be completed prior to resuming driving duties.

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