

RISK COMMUNIQUÉ

Motor Vehicle Reports (MVRs)

Vehicles are one of the most important assets that your organization has. The safe operation of these vehicles depends greatly on the ability and skills of the driver.

With so much, literally riding in the driver's hands, your organization should select and utilize only the best drivers. Selecting, training and maintaining good, safe drivers should not be left to chance. Your organization can minimize negative attributes and maximize the good attributes of a driver by utilizing the following operations and methods.

Motor Vehicle Reports

Knowing your drivers on and off duty driving habits and records is an important tool in selecting and maintaining the safest drivers for your vehicles. An annual administrative review of all drivers' MVRs is an effective way to know the specific driving habits of individual drivers.

Review and evaluate the driver's record and incident frequency utilizing established criteria to assure everyone's records are evaluated equally. A copy of the driver's MVR should be saved as part of their personnel file.

MVR - Driver Selection Evaluation Requirements

Sample Minimum Policy Standards:

It is the goal of this company to provide a safe workplace for its employee to operate in a profitable manner and to provide the best possible service to our customers. It is the policy of this company that no job is so urgent that it cannot be performed safely. Preventing accidents is important to this goal.

- All operators must have a current valid driver's license meeting state requirements for the size and type of vehicle operated.
- *Any person whose MVR grading is "Unacceptable" may not operate a company owned vehicle or any vehicle on behalf of the company.*

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| Number of Violations* (Last 2 Years) | Number of At-Fault Collisions (Last 2 Years)** | | | |
|---|--|--------------|--------------|--------------|
| | 0 | 1 | 2 | 3 |
| 0 | Acceptable | Acceptable | Acceptable | Unacceptable |
| 1 | Acceptable | Acceptable | Acceptable | Unacceptable |
| 2 | Acceptable | Acceptable | Unacceptable | Unacceptable |
| 3 | Unacceptable | Unacceptable | Unacceptable | Unacceptable |
| 4 | Unacceptable | Unacceptable | Unacceptable | Unacceptable |
| Any Major Violation | Unacceptable | Unacceptable | Unacceptable | Unacceptable |

Major Violations:

- Driving Under the Influence of Alcohol / Drugs
- Refusal to take Alcohol Drug Test
- Reckless Driving
- Speeding, 15mph or more over the posted speed limit
- Racing or Speeding Contest
- Homicide/Assault with Motor Vehicle
- Operating with a Suspended License
- Passing a stopped school bus

Minor Violations: Any moving violation not included as a major violation including

- Speeding, < 15mph over posted speed limit
- Failure to obey traffic control device, stop sign or stoplight
- Seat Belt Violation
- Failure to maintain lane control
- Failure to yield right of way
- Following too close
- Operating a motor vehicle while using a phone

*A single incident may be considered both a collision and violation assessment.

**At-Fault Collisions must be reflected on MVR or occur in a company vehicle.

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When a driver is considered “Unacceptable” they are removed from “driver” status. The driver may be reinstated to “driver” status once they provide a copy of their MVR showing that they are now at an acceptable level.

All operators are required to notify management of any new violation or charge before their next scheduled shift requiring operation of a company vehicle.

For information on how to obtain a MVR in your State, please visit:

Insert Hyperlink to State MVR search procedures.