

## DRIVER PERFORMANCE STANDARDS/MVR CHECKS

### Overview

A standard policy for driver selection and performance should be developed and implemented by all businesses whose employees operate company-owned vehicles as part of normal job duties. The policy should clearly define the minimum acceptable driving performance which must be demonstrated by any person permitted to operate company vehicles.

As a means of verifying drivers' performance, Motor Vehicle Records (MVRs) should be obtained on company drivers per the following schedule:

- During the selection/placement process for new hires;
- Annually for existing drivers;
- In conjunction with involvement in a serious preventable collision, multiple minor preventable collisions or citation for moving violations while operating a company vehicle.

MVRs should be reviewed against the driver performance standards. Drivers with unacceptable records should not be permitted to operate company vehicles.

Based on accident/violation history, an individual driver's record becomes marginal or poor if one or more of the following exists:

- Three or more accidents (regardless of fault) in the last three years;
- Any Type A violation in the past three years;
- Any combination of accidents and Type B violations totaling four or more in the past three years.

Designation of Type A and B violations are based on a survey of state point systems. Violations receiving the highest number of points are classed as Type A.

### Type "A" Violations

- Driving while intoxicated
- Driving under the influence of drugs
- Negligent homicide arising out of the use of a motor vehicle
- Operating during a period of suspension or revocation
- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner's consent (grand theft)
- Permitting an unlicensed person to drive
- Reckless driving
- Speed contest
- Hit and Run (Bodily Injury or Property Damage)

## Type “B” Violations

All moving violations not listed as Type A Violations

### Implementing A Program

Administrative/disciplinary policies should be developed to deal with employees whose records become unacceptable as a result of MVR review, collision involvement or moving violation citations. Care should be taken when formulating these policies to ensure that they are practical and enforceable. Many employees must drive to fulfill their job duties. An unacceptable driving record may force reassignment to non-driving duties or even termination of employment. Consideration must be given to the effect that these situations would have on your ability to serve your customers. Proper advance planning will enable fair and consistent application of driver performance standards.

Before formal implementation, drivers should be familiarized with the content and objectives of driver performance standards. Drivers should be specifically advised of the consequences of falling into marginal or unacceptable review categories.

Development and implementation of a driver selection and performance policy can help to ensure consistent decisions about who may drive company vehicles. Such a policy can also help to minimize the frequency and cost of vehicle related injuries and other losses.

The information contained herein is not intended as a substitute for advice from a safety expert or legal counsel you may retain for your own purposes. It is not intended to supplant any legal duty you may have to provide a safe operation, product, workplace or premises.

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**U.S. DEPARTMENT OF TRANSPORTATION  
MOTOR CARRIER SAFETY PROGRAM  
INQUIRY TO STATE AGENCY FOR  
DRIVER'S RECORD  
391.23**

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(Driver's Name)

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(Driver's Operators Lic. No.)

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(Driver's Social Sec. No.)

Dear \_\_\_\_\_ :

The above listed individual has made application with us for employment as a driver. Applicant has indicated that the above numbered operator's license or permit has been issued by your State to applicant and that it is in good standing.

In accordance with Section 391.23(a)(1) and (b) of the Federal Motor Carrier Safety Regulations, we are required to make inquiry into the driving record during the preceding 3 years of every State in which an applicant-driver has held a motor vehicle operator's license or permit during those 3 years.

Therefore, please certify to us what the individual's driving record is for the preceding 3 years, or certify that no record exists if that be the case.

In the event that this inquiry does not satisfy your requirements for making such inquiries, please send us such forms of yours as are necessary for us to complete our inquiry into the driving record of this individual.

Respectfully yours,

-----  
Signature of individual  
making inquiry

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(printed) Name of person making inquiry

-----  
Title of person making inquiry

-----  
Motor Carrier Name

-----  
Street

City

State

Zip

# DRIVER QUALIFICATION FILE CHECK LIST

1. \_\_\_\_\_ DRIVER APPLICATION FOR EMPLOYMENT (391.21)
2. \_\_\_\_\_ MEDICAL EXAMINER'S CERTIFICATE\* (391.43)
3. \_\_\_\_\_ DRIVER'S ROAD TEST (391.31)
4. \_\_\_\_\_ WRITTEN EXAMINATION (391.35)
5. \_\_\_\_\_ CERTIFICATIONS OF ROAD TEST AND WRITTEN EXAMINATION\* (391.31) & (391.35)
6. \_\_\_\_\_ ANNUAL DRIVER'S CERTIFICATION OF VIOLATIONS (391.27)
7. \_\_\_\_\_ INQUIRY TO PREVIOUS EMPLOYERS – 3 YEARS (391.23(A) (2) & (C))
8. \_\_\_\_\_ INQUIRY TO STATE AGENCIES (391.23(A) (1) & (B))
9. \_\_\_\_\_ ANNUAL REVIEW OF DRIVING RECORD (391.25)
10. \_\_\_\_\_ DRIVER DATA SHEET (395.8(J)(2))
11. \_\_\_\_\_ CHECKLIST FOR CASUALS (391.51(d))
12. \_\_\_\_\_ CONTROLLED SUBSTANCES TEST (391.103)

\* \_\_\_\_\_ NOTE: DRIVERS MUST BE ISSUED COPIES OF THESE CERTIFICATES; HOWEVER, THE DRIVER NEED ONLY HAVE A COPY OF THE MEDICAL EXAMINER'S CERTIFICATE IN HIS OR HER POSSESSION WHILE DRIVING.

