

[Company Name]

Motor Vehicle Record Check Program

(This is a sample form and must be edited to suite the end user and it is recommended the end user's attorney review and approve the final version of the document.)

Policy

It is the policy of [COMPANY] to check the motor vehicle record (MVR) of applicants and current employees who operate personal, or company owned vehicles on business.

Overview

The purpose of this program is to identify drivers (applicants and authorized drivers) whose records may place them, [COMPANY] or the general public at risk.

Objective

The objective of this program is to identify:

- Applicants, prior to employment, who may pose a driving risk to themselves, [COMPANY] or the general public.
- Authorized Drivers, for the same reason as above and to recognize and correct problems by utilizing Motor Vehicle Reports.

Customize this Document & Delete this Box

1. Add your own company's logo by double-clicking the Footer below.
2. Right-Click the Valent Group Logo and Select "Replace Image".
3. Choose your logo image.
4. Review and Update all orange text in this document.

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Procedures to be Followed by the Company

Driver Applicants

An offer of employment into a position requiring that the individual drive a company or personal vehicle on company business should be made contingent upon a successful Motor Vehicle Records check. After the contingent job offer has been made, the applicant should sign the attached "Motor Vehicle Report Consent" form. This is required before checking an MVR (if hired, this signed authorization will suffice for future annual MVR checks). The applicant may not start work until their MVR check is returned and the applicant's MVR is satisfactory under the listed criteria.

Authorized Drivers

1. Motor Vehicle Reports (MVR) of authorized drivers who operate a company or personal vehicle on company business must be checked annually.
2. As indicated on the MVR Consent form, authorized drivers must notify Human Resources immediately of all moving violations, arrests or citations issued while on company time or personal time.

Driver Disqualification

The following criteria disqualify an employee as an authorized driver and will be grounds for termination if, during the last **24 months**, the employee has been convicted of, plead guilty to, or plead no contest to, or accepted Accelerated Rehabilitative Disposition or some other similar alternative disposition program:

- ✓ Three or more moving violations within the preceding **24 months**.
- ✓ Driving under the influence of drugs or alcohol.
- ✓ Hit and run accident.
- ✓ Failure to report an accident.
- ✓ Operating a vehicle under a suspended, revoked or cancelled license.
- ✓ Homicide, assault or felony arising from the operation of a motor vehicle.
- ✓ Reckless Driving/Racing.
- ✓ Attempting to elude an officer of the law.
- ✓ Possession of an opened alcoholic beverage container while operating a vehicle.
- ✓ **More than 2** preventable incidents involving personal injury or property damage in any **3-year period**.

The driver will remain ineligible to drive their personal or company vehicle on company business for a period of 24 months from the date of the traffic violation, or in the case of three or more moving violations, until two (2) or less violations remain on the MVR over the previous 24-month period.

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If a driver is at or beyond these criteria, the driver will be ineligible to drive for the company, and this will be grounds for termination. The appropriate action will be determined based upon the circumstances which will certainly vary from case to case. With the understanding that a drivers' termination of duties may occur, in some instances a driver may be required to attend driving improvement classes, and/or they may be suspended from driving on company business, and/or assigned other duties.

- Drivers must be at least eighteen (18) years of age, have a valid driver's license, and possess and maintain in force automobile liability insurance in amounts required by the respective state laws.
- Drivers are required to immediately notify [EMPLOYER] of any moving violation(s), arrest(s) suspensions, revocations or citation(s) (whether during business or personal driving) that he/she may receive. Failure to report such violation(s) may result in disciplinary action, up to and including discharge.

Annual MVR Review Responsibilities

Human Resources must keep a spreadsheet of all authorized drivers. The spreadsheet should be updated with each newly hired/fired, resigning and authorized driver. This spreadsheet must be reviewed before providing it for [COMPANY] MVR Check for the annual check. It is important that the annual MVR check be performed within a twelve-month time period.

Motor Vehicle Report Consent and Authorization

Date: _____
Company Address: _____
Contact Name: _____
Phone: _____
Email: _____
Fax: _____

I hereby consent and authorize [THE COMPANY] to obtain a copy of my Motor Vehicle Report (MVR) from a consumer reporting agency or agencies.

I understand that [THE COMPANY] may not obtain a copy of my MVR unless I authorize it to do so.

I understand [THE COMPANY] may use the MVR for employment purposes, including without limitation, for the purposes of evaluating me for employment, driving as a company representative, promotion, reassignment and retention as an employee, at any time during my employment.

I understand that any personal information requested, including date of birth, is requested solely for identification purposes.

Driver Signature

Printed name

Date

First Name

_____/_____/_____
Date of Birth

Last Name

Middle Initial

Maiden Name or Other Names Used

Driver's License No.

State

Current Address

City

State

Zip Code