



Driver Selection Criteria

Since over 90 percent of vehicle accidents can be attributed to driver error, according to the National Highway Traffic Safety Administration, the most important aspect of any fleet safety program is the selection of drivers. At a minimum the following elements should be included in a company's driver selection policy and kept in each driver's personnel record file:

- A completed written application. The application should include a section to list all driving violations or accidents within the past three years.
- A current and valid driver's license.
- A Motor Vehicle Record (MVR) review check at the time of hire and update annually. The MVR could use as a tool to help evaluate if an employee is "fit" to operate a vehicle during work hours, and if remedial driver training is required. Depending on the MVR result, action plans may be developed to address any issues raised by the MVR. Possible solutions could include counseling, remedial training, company probation, suspension of driving, or possible termination.
- Evidence of a drug testing program done at pre-hire, post-accident, as well as randomly and upon reasonable suspicion.

According to the Occupational Safety & Health Administration, statistics has shown that drivers with poor driving records could carry over these bad driving behaviors to their job-related driving. MVR's should be used to qualify new hires while annual reviews could determine if existing drivers have developed problems or bad habits. Each driver's record should be reviewed at the time of hire and on an annual basis to review moving traffic violations, accident history, suspensions, and revocations.

Fair Credit Reporting Act/Federal Driver's Protection Act

Many companies rely on their insurance agent and insurance company to provide feedback relating to their employees' driver eligibility. But federal and state laws prohibit insurance agents and companies to share the specifics of MVRs. To adopt a more proactive role in fleet safety risk management, your company should independently collect and evaluate employee MVRs against established criteria. Before ordering and evaluating MVRs, an authorization agreement form should be signed by each employee authorizing consent. This form should be utilized to comply with state and federal laws such as the Fair Credit Reporting Act and the Federal Driver's Protection Act. The signed form should be kept in the employee's personnel file.

MVR Evaluation Criteria Sample

Employers should develop a system of evaluating driver MVRs. Driver MVRs can be evaluated using the simple grading system below, which is based on industry best practices. The system below has four classifications of drivers based on their most recent three-year driving records. The classifications use a point system, in which points are assigned to accidents and moving violations. New hires should not have more than three points and ideally should have clean MVRs.

Type C Violations

Parking tickets, financial responsibility, seat belts, or faulty maintenance One (1) point

Type B Violations

- Speeding (≤ 10 m.p.h. over limit) Two (2) point
- Speeding (≥ 11 m.p.h. over limit) Three (3) points
- Failure to yield the right of way, traffic signal or sign Two (2) points
- Improper lane change Two (2) points
- Other general moving violations Two (2) points
- License suspension Two (2) points
- At-fault accident Two (2) points

Type A Violations

These are DWI, DUI, OUI, OWI, refusing a substance test, driving with an open container of alcohol, reckless driving, hit and run, fleeing a police officer, racing, driving while license is revoked or suspended, manslaughter or vehicular homicide. Any driver with a Type A violation within the prior three years is not acceptable. Six (6) points

Driver Classifications (rolling 3-year period):

New Hires		Existing Drivers	
Acceptable	0 to 2 points	Acceptable	0 to 3 points
Marginal	2 to 3 points	Marginal	4 points
Unacceptable	Over 3 points	Probation	5 points
		Unacceptable	6 points or more

Action Plans

Action plans should be developed for each driver classification. The following sample action plans are based on industry best practices:

1. Acceptable: Employee may drive without qualification. In some cases, counseling and a plan for MVR improvement may be developed.
2. Marginal: Employee may drive. Remedial training required and their updated MVR will be re-evaluated every six (6) months. Any increase in points will result in their being placed on probation or removed from their driving position.
3. Probationary: Employee may drive. Remedial training required and their updated MVR will be re-evaluated every three (3) months. Any increase in points will result in their immediate removal from their driving position.
4. Unacceptable: Employee is not permitted to operate a company vehicle under any circumstance. Any unauthorized use may result in termination of employment.

Additional Requirements:

The following sample additional requirements, based on industry best practices, should also be considered:

- Management should be notified of any moving violation or accident as soon as possible after the event, but not later than 24 hours from the occurrence.
- Management should conduct a verbal counseling session with the driver as a standard procedure after notification of every moving violation or at-fault accident.
- Drivers who reach the “marginal” classification should be required to attend a mandatory Defensive Driving Course (or the equivalent remedial training program). They should also be given a written warning with regards to the company’s Driver Criteria, and the implications of additional violations and accidents.
- Drivers who reach the “probationary” classification should be given a written reprimand and notification that any future moving violations or at-fault accidents will result in their removal from driving status. The only exception is if a previous violation or accident has rotated off of their three-year driving record in the meantime.
- Two (2) points will be removed from each employee’s point accumulation for every 12 months without a violation. An “unacceptable” classification could become a “probationary” classification and have their company driving privileges restored after 12 months violation free. When an employee is reclassified, all of the new classification criteria will apply.

Sources:

The Relative Frequency of Unsafe Driving Acts In Serious Traffic Crashes, The National Highway Traffic Safety Administration
Guidelines For Employers To Reduce Motor Vehicle Crashes, Occupational Safety and Health Administration
Fair Credit Reporting Act, Federal Trade Commission
Federal Driver’s Protection Act, U.S. Government Publishing Office, Title 18 Chapter 123

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