

Motor Vehicle Record (MVR) Policy

The following is an example of an employer's motor vehicle record (MVR) policy, and is not a government statute nor an insurance industry standard. Establishing an MVR policy is a best practice that protects your automobile and workers' compensation insurance record. This is an example; you can modify it to fit your company's needs.

Statement of MVR Policy

In an effort to ensure the preservation of the public's best safety interests, this company will perform all mandatory statutory reviews. We will evaluate the MVR of all drivers who drive motor vehicles on behalf of this company's business, whether owned by the company or other entity, on a regular (at least annual) basis, and at the time of new hire. Applicants for driving positions may be denied employment due to MVR's that do not meet our acceptability criteria, and current company drivers may be removed from driving status if the driver falls below the acceptability limits.

MVR Evaluation Criteria

Management Action ***	1st Occurrence	2nd Occurrence	3rd Occurrence	4th Occurrence
Incident Type: _____				
Major Incident *	1			
Speeding, Aggravated (>20 MPH over limit)	2	1		
Speeding, (<20 MPH Over Limit)	3	2	1	
At-Fault/Chargeable Accident	3	2	1	
Minor, Low-Speed Accident, Minor PD	4	3	2	1
Misc. Moving Violations **	4	3	2	1
Negligent, Reckless (without accident)	4	2	1	
Texting, Distracted Driving	4	2	1	
Unsafe Operation Observed/Phoned In	Counseling by drivers' supervisor	3	2	1

*MAJOR INCIDENTS TO INCLUDE:

- Transportation of controlled substances
- Vehicular homicide; aggravated assault with motor vehicle; felony involving motor vehicle
- DUI/DWI alcohol/drugs; refusing to submit to testing
- Reckless driving, combined with accident or other infraction
- Leaving the scene of vehicle accident; hit and run; attempting to evade police
- Statutorily defined serious violation

**MISCELLANEOUS MOVING VIOLATIONS TO INCLUDE:

- Illegal turn
- Stop sign/Light violation
- Failure to yield
- Following too closely/tailgating

***MANAGEMENT ACTIONS:

1. Immediate permanent removal from driving duties, do not hire applicant for driving duties.
2. Suspension of driver from driving duties until satisfactory completion of remedial training such as the National Safety Council's Defensive Driving Course, AT EMPLOYEE EXPENSE. New applicant considered high-risk, preferably to be avoided.
3. Probationary driving status, must complete remedial training such as National Safety Council's Defensive Driving Course within 30 days. New applicant considered at-risk; should take remedial course, considered probationary status until proven satisfactory driver.
4. Corrective counseling/discussion with supervisor, written notation in file. New hire should be counseled as well, and considered probationary.



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