

DRIVER SELECTION

Proper selection of drivers is the key component of an effective fleet safety program.

MVR Procedures:

As part of an ongoing Loss Control program, Motor Vehicle Reports should be ordered for all individuals prior to assigning driving responsibilities, and should be reordered at least annually if they are still in the driving position. The MVR should be obtained and evaluated before the individual is permitted to operate any vehicle. An MVR request form should be filled out and the MVR should be ordered, and it should be evaluated immediately upon receipt. The MVR should be maintained with the employee's file, whether it is acceptable or not. Typically, reports are evaluated based on a standard "Driver Performance Analysis" guideline.

Concerning time frames for receiving the report, the Division of Motor Vehicles has advised that the turnaround time from date of request is approximately two days.

DRIVER PERFORMANCE ANALYSIS

The following system is designed to evaluate past driver performance based on a review of their state Motor Vehicle Report. This system assigns various point values to major and Minor convictions. The time period considered is the past three years (with the exception of major conviction to be described below). Based on the point total obtained in this review, drivers fall into various categories. Depending upon the category, certain actions have to be taken by management.

There are several key definitions in this review system.

MAJOR CONVICTION: Variations in state motor vehicle codes exists, but examples of major convictions are: driving while under the influence of alcohol or drugs; failure to stop and report an accident; homicide, manslaughter or assault arising out of the operation of a motor vehicle; driving while license is suspended or revoked; reckless driving; possession of an open container of an alcoholic beverage while driving; speed contest, drag or highway racing; and attempting to allude a police officer.

MINOR CONVICTION: Any moving traffic conviction, other than a major conviction, except the following: motor vehicle equipment, load or size requirement violations; improper display or failure to display license plates; failure to sign or display registration card, failure to have driver's license in possession, providing a valid license exists.

AT FAULT ACCIDENT: An accident arising out of motor vehicle use and due to the negligence of the operator, or for which the operator was at fault; any other accident where reasonable proof of nonchargeability cannot be furnished.

INCIDENT: At fault accident, minor conviction, or major conviction.

The standards used in this evaluation system are as follows:

ACCEPTABLE: Total of five points or less.

POINT VALUES:

<u>Conviction</u>	<u>Points</u>
Minor, not involving accident	1
At Fault Accident	2
Major (past three years)	6
Major (four of five years old)	3
In addition, two accidents within 18 months	1

Based on the resulting point summary, the following actions are recommended:

1. Three Points - operator needs to be counseled concerning safe driving practices.
2. Four to Five Points - operator placed on one year probation. A further violation will result in assignment of nondriving duties.
3. Six + Points - operator must be assigned nondriving duties.

It is recommended that the point totals for the MVR review be indicated on each individual's MVR and kept in the driver's file.

DRIVER PERFORMANCE ANALYSIS WORKSHEET

Company Name:

Driver Name:

Date of Birth:

Date of Hire:

Total Points per Category

Minor, not involving an accident _____

At fault accident _____

Major (within the last three years) _____

Major (at least four or five years ago) _____

In addition, two accidents within the last 18 months _____

Total Points Earned: _____

Action Needed:

1-3 Points – Operator needs to be counseled concerning safe driving practices.

4-5 Points – Operator should be placed on one year probation. A further violation will result in assignment of non-driving duties.

6 + Points – Operator must be assigned non-driving duties.