



## Acceptable Driver Policy

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### **I. Purpose**

To establish criteria for the selection of candidates with acceptable driving records, and to maintain enforcement of that criteria during annual driving record background checks.

### **II. Policy**

For new and existing employees who are required to drive on behalf of the agency, initial and annual driving record background checks will be obtained. The following criteria will classify a person as an unacceptable driver:

1. A driver with any one of the listed "Serious Violation" (listed on the following page) committed within three years.
2. A driver with more than two "Serious Violations" committed between three years and eight years ago. Any driver with a past history, from three to eight years old, with two to three "Serious Violations" will be considered marginal.
3. A driver with any combination of accidents (regardless of fault) and other moving violations which total three during the previous three years. Any driver with a combination of two will be considered marginal.
4. A driver with an international or foreign driver's license.
5. A driver licensed less than three years, regardless of age.
6. State law may require drivers to be re-licensed within a certain time frame (e.g. 60 days of their move to the state). Any driver who is not licensed in the state where they reside within the required time is an unacceptable driver.

Drivers 21 years of age and younger will be assigned marginal status.

Drivers 21 years of age or younger will also be deemed unacceptable if they have the following:

1. Two accidents (regardless of fault) in the last three years.
2. Two violations (any type) in the last three years.
3. Operation of "heavy" trucks or tractors beyond a 50-mile radius.
4. Operation of public auto or vehicles transporting flammable, explosive or toxic cargo.

**Serious Violations:**

- a) DWUI/DWI – Drugs or alcohol
- b) Hit and run
- c) Failure to report an accident
- d) Negligent homicide using a motor vehicle
- e) Driving while license is suspended or revoked
- f) Using a motor vehicle for the commission of a felony
- g) Operating a motor vehicle for the commission of a felony
- h) Permitting an unlicensed person to drive
- i) Reckless driving
- j) Speed contest
- k) Illegal passing of a school bus
- l) Other violations considered by state law

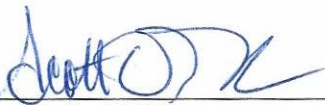
All driver policy requirements are subject to management discretion and individual consideration.

**III. Procedure**

Monitor all drivers by checking MVR at least annually. A driver’s motor vehicle record may become unacceptable during the course of employment. Marginal drivers, including any driver 21 years of age or younger, should have MVR checks at least twice annually.

Unacceptable drivers should be suspended from driving for one year or until the MVR reflects a marginal status. If exception is made:

1. Suspension will last for six months and an MVR run prior to reinstatement to verify there are no new convictions and/or auto accidents.
2. MVR will be then run every six months for at least two years to verify there are no new convictions and/or accidents.
3. If there are any incidents on the MVR, driving privileges will be suspended for at least six months (depending on conviction and/or accident and frequency).



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Scott Tash, CEO



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Date