

Fleet Auto Use Guidelines

Perhaps the most effective tool to a fleet manager or human resources representative is the Motor Vehicle Report. A copy of the Motor Vehicle Record (MVR) should be obtained from the state where a driver holds a license to ascertain that the applicant has a valid license and to review the driver’s past record. A driver with a history of accidents and moving traffic violations is likely to continue in that mode.

As part of an ongoing program to re-verify the qualifications of existing drivers, an MVR should be obtained annually for all drivers and reviewed to determine if remedial training or other actions is necessary, including removal or restriction of driving responsibilities. Note that to have authority to check an employee’s personal driving record it must be a condition of employment. A district needs to have the requirement to drive a district vehicle written into the employee’s job description and a written policy that requires the employee to maintain a certain level of driving performance or citation level. Then the employer can require the employee to submit to an annual MVR check and compare the MVR with the driving performance established by district policy. The employee would still need to sign a release for the MVR but including driving as a condition of employment in the job description now places the district in a position to require the employee to provide the release to be qualified for the job.

The report should also be reviewed with the driver and made part of the driver’s file. This review may provide the supervisor insight as to the driver’s attitude regarding traffic rules and regulations.

Applicants with three or more violations within a three-year period represent a significantly greater risk to your organization because they are more likely to be involved in a vehicular accident than those with no traffic violations. A small percentage of all drivers are responsible for a majority of the accidents.

Following are suggested acceptability guidelines to help you evaluate individual driver Motor Vehicle Records (MVRs) as well as the overall loss potential of your drivers as a group.

We recommend the following minimum standards:

- At least 65 percent of all MVRs are “clear”;
- No MVRs with major conviction; and
- No new driver is hired with a “borderline” or “poor” MVR.

To assist you in evaluating individual MVRs, please see the following table and definitions.

Number of At – Fault Accidents (last 3 years) →				
No. of Violations* ↓	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor

* Any major violation is a “poor” MVR.

Clear “MVR” – No points.

Acceptable “MVR” – No more than two minor violations; OR 1 at-fault accident in last three years; OR no more than a combination of one minor violation and one at-fault accident in last three years.

Borderline “MVR” – Three minor violations; OR two at-fault accidents in last three years; OR any combination of minor violations and at-fault accidents in last three years, totaling three occurrences.

Poor “MVR” – One or more major convictions in last five years; OR four or more minor violations; OR three or more at-fault accidents in the last three years; OR any combination of minor violations and at-fault accidents totaling four or more occurrences.

At-Fault Accident – Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.

Major Violations:

- Driving under the influence of alcohol/drugs
- Failure to stop/report an accident
- Reckless driving/speeding contest
- Driving while impaired
- Making a false accident report
- Homicide, manslaughter or assault arising out of the use of a vehicle
- Driving while license is suspended/revoked
- Careless driving
- Attempting to elude a peace officer

Minor Violations – Any moving violation other than a major except:

- Motor vehicle equipment, load or size requirement
- Improper/failure to display license plates (if they exist)
- Failure to sign or display registration
- Failure to have driver’s license in possession (if valid license exists)

Motor carriers subject to the Federal Motor Carrier Safety Regulations are required, at least once every 12 months, to have each driver submit a list of all violations of motor vehicle traffic laws and ordinances (other than parking) of which the driver has been convicted or where the driver has forfeited bond or collateral during the preceding 12 months. CDL holders must notify their employer before the end of the business day following receipt of a license suspension or revocation.

Some states provide a notification service for employers. Each time one of your drivers is stopped for a moving violation or is involved in a motor vehicle accident, you will be notified automatically. Check to see if your state offers this valuable service.