Driver Motor Vehicle Record Acceptability Checklist

Authorization and re-authorization of employee or volunteer to operate a vehicle for us requires that the operator’s motor vehicle record of violations and accidents meet the minimum standards of acceptability shown below.

Motor Vehicle Record of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)

Is MVR more than 60 days old? **No Yes**

Note: If yes, record is unacceptable. Do not proceed. Obtain a current MVR.

# Violation Criteria:

## MVR shows a conviction for a Category 4 Disqualifying Violation (Consider only those entries with occurrence dates between date MVR was produced:­­­­\_\_\_\_\_\_\_\_ and date 36 months earlier:\_\_\_\_\_\_\_\_\_)

Circle Yes or No for each question:

* Driving while under the influence of alcohol or controlled substance, or while intoxicated
* Refusal to undergo testing for alcohol or controlled substance as required by state or jurisdiction
* Leaving the scene of an accident involving a motor vehicle
* Felony involving the use of a motor vehicle
* Speed contest
* Negligent homicide
* Auto theft

Note: Any yes answer makes the record unacceptable. Do not continue.

## MVR Shows a Conviction for a Category 3 Disqualifying Violation: (Consider only those entries with occurrence dates between Date MVR was produced:\_\_\_\_\_\_\_\_\_\_\_\_\_ and date 12 months earlier:\_\_\_\_\_\_\_\_\_\_\_)

Circle Yes or No for each question:

* Reckless driving

No Yes

* Driving while license is suspended or revoked

No Yes

* Operating a vehicle that has a suspended or revoked registration

No Yes

* Permitting an unlicensed person to drive

No Yes

* Using false/stolen registration plates on driver’s license

No Yes

* Having drugs or open containers of alcohol in vehicle

No Yes

*Note: Any yes answer makes the record unacceptable. Do not continue.*

If there are any of this type of violations on the MVR which occurred during the third or second years preceding the date the MVR was produced, enter them in the appropriate grid below as major violations.

New Employee/Applicant Grid:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Most Recent Year | Prior Year | Prior Year 2 | Total | Total is: | Total is: |
| # of Major Violations (Category 2 or 3) |  |  |  |  | 2 or more?  YES | 2 or more?  NO |
| # of Other (Non-Major) Violations (Category 1) |  |  |  |  | 3 or more?  YES | 3 or more?  NO |

*Note: Any yes answer makes the record unacceptable.*

Current Employee Review Grid

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Most Recent Year | Prior Year 2 | Prior Year 3 | Total | Total is: | Total is: |
| # of Major Violations (Category 2 or 3) |  |  |  |  | 2 or more?  YES | 2 or more?  NO |
| # of Preventable Accidents |  |  |  |  | 2 or more?  YES | 2 or more?  NO |
| # of Other (Non-Major) Violations (Category 1) |  |  |  |  | 4 or more?  YES | 4 or more?  NO |
| # of Non-Preventable Accidents |  |  |  |  | 4 or more?  YES | 4 or more?  NO |

*Note: Any yes answer makes the record unacceptable.*

Evaluation Summary:

Record has only “No” answers and is Acceptable

Record has one or more “Yes” answers and is Not Acceptable

Evaluation completed by: (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_