



Risk Management Motor Vehicle Report (MVR) Audits

RM (9.302)
Rev. # 0.1

Date 01/24/2024
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Purpose:

Process of on-going verification of driver history for those Authorized to drive a company vehicle. See full Vehicle Use Policy in the Company Handbook for more details.

Procedure:

- 1) Approved Drivers
 - A) HR will collect Driver's License information (state and DL#) for all employees authorized to drive a company vehicle. All must have the following:
 - i) Authorized employee of Crain Construction, Inc.
 - ii) Must hold a valid state issued license.
 - iii) Will not qualify for a company vehicle if, during the last five(5) years, the driver had any of the following experience:
 - (1) Criminal conviction with a motor vehicle
 - (2) Been convicted of an alcohol or drug – related offence while driving.
 - (3) Had driver's license suspended or revoked.
 - B) Approved drivers must take a defensive driving training and agree and sign the Company Vehicle Policy.
- 2) Employee must alert HR of any accidents and infractions they get in the company vehicle or at-fault accidents and infractions in their personal vehicle. This will assist in necessary discussion regarding the ability of the employee to drive a company vehicle.
- 3) Annually HR will run MVR reports on all those authorized to drive a company vehicle.
 - A) HR and management will use their discretion when reviewing employee MVRs to determine if there are any concerns with current authorized drivers of company vehicles.
 - B) The following guidance may be used in making the decision, but ultimately management discretion is exercised.

Number of Violations	Number of At-Fault Accidents (last 3 years)			
	0	1	2	3
0	Clear	Acceptable	Borderline	Deny
1	Acceptable	Acceptable	Borderline	Deny
2	Acceptable	Borderline	Deny	Deny
3	Borderline	Deny	Deny	Deny
4	Deny	Deny	Deny	Deny

Acceptable "MVR" – No more than 2 minor violations; OR at-fault accident in last 3 years; OR no more than a combination of 1 minor violation and 1 at-fault accident in last 3 years.

Borderline "MVR" – 3 minor violations; OR 2 at-fault accidents in last three years; OR any combination of minor violations and at-fault accidents in last 3 years totaling 3 occurrences.



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Deny “MVR” – 1 or more major convictions in last 5 years; OR 4 or more minor violations; OR 3 or more at-fault accidents in the last 3 years; OR any combination of minor violations and at-fault accidents totaling 4 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.

Three or more violations within a three-year period represent a significantly greater risk to the because they are more likely to be involved in a vehicular accident than those with no traffic violations. Any driver with an MVR consisting of any combination of accidents and moving violations that total four (4) during the past three years should be denied company driving privileges.

Major Violations

Driving under the influence of alcohol/drugs	Homicide, manslaughter or assault arising out of the use of a vehicle
Failure to stop/report an accident	Driving while license is suspended/revoked
Reckless driving/speeding contest	Attempting to elude a peace officer
Operating a motor vehicle as an uninsured driver	Hit and run
Driving while impaired	Using a motor vehicle for the commission of a felony
Making a false accident report	Operating a motor vehicle without the owner's authority

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)

4) Documentation and Notification

- A) HR will keep a list of those that are authorized in Bamboo under the “Approved Drivers” question on the job profile. This list will be sent to the Company’s Auto Insurance Provider.
- B) If any employee is at risk or deemed ineligible based on the MVR Report, HR will alert management. Due to the impact this may have on the employee’s job, including any disruption to company vehicle use and allowance, HR will work with management to make the appropriate changes and discuss those with the employee.
- C) Employees may be re-assessed annually to determine if they become eligible to drive a company vehicle in the future.