



Fleet Management

Though you hire people specifically for their trade skills, if they drive on company business, then you are also hiring a driver.

Employees who drive company vehicles or their own personal vehicles on company business are exposing the business to large loss potentials. In fact, injury costs from a motor vehicle accident are approximately three times the cost of other workplace accident. In addition, more employees are killed in motor vehicle accidents than any other single cause.

Elements of Fleet Management

As an employer, you have the responsibility to ensure only qualified drivers have company business driving responsibilities. Minimal fleet management practices include:

- A written policy clearly defining driver qualifications, such as age, number of years driving experience, and acceptable driver record.
- A process to verify that all drivers meet the established qualifications at time of hire and periodically thereafter.
- Clearly communicated rules and policies on the use and maintenance of company vehicles.
- Verification that each person driving on company business has a valid drivers license for the type of vehicle being driven.
- Verification that drivers do not possess multiple drivers licenses from various states.
- Motor vehicle record for every person driving a company car or personal vehicles for company use (this includes family members who have authority to drive company vehicles).

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Motor Vehicle Records

Past driving records provide insight on future driving performance and may be the best indicator of a person's ability to drive safely. Reviewing motor vehicle records (MVRs) is a valuable tool in evaluating suitability for driving on company business. The fact that MVRs do not identify all accidents or traffic violations does not lessen their value as a risk management tool. A clear MVR may not prove a driver is safe, but a poor record is a strong indicator of poor driving habits.

To ensure consistency in reviewing MVRs, create a company policy on obtaining and reviewing MVRs. This policy should apply to drivers of company vehicles, as well as employees using personal vehicles in the course of company business. Elements of the written policy include, but are not limited to:

Procedures must include:

- Obtaining MVRs from each state where an employee lived during the last three years.
- Obtaining MVRs prior to the start of employment and annually thereafter.
- Making job offers for positions involving driving duties, contingent upon an MVR meeting the required standards as set forth in the Motor Vehicle Record Policy.
- Borderline MVRs should be reviewed every six months, rather than annually.
- Reviewing all MVRs against a company standard of acceptable driving records.

The chart below offers a suggested minimal guideline for interpreting an MVR. Any serious violations should be considered poor.

No. of Minor Violations	Number of Preventable Accidents (last three years)			
	0	1	2	3 or more
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4 or more	Poor	Poor	Poor	Poor
Any Major Violation	Poor	Poor	Poor	Poor

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Major Violations	Minor Violations
<ul style="list-style-type: none"> • Driving under the influence of drugs/alcohol • Failure to stop/report an accident • Making a false accident report • Driving while impaired • Homicide, manslaughter or assault arising out of use of a vehicle • Driving while license is suspended/revoked • Attempting to elude a police officer • Reckless Driving • Speed Contest • Permitting an unlicensed person to drive • Using a motor vehicle for commission of a felony 	<p>Any violation not listed as Major, with the exceptions of:</p> <ul style="list-style-type: none"> • Improper/failure to display license plates • Failure to sign or display registration • Failure to have driver's license in possession (when valid license exists)

Obtaining MVR's

Most states now offer links through the state website or department of motor vehicles website. The easiest way to find the most up to date information is to do a search using keywords 'motor vehicle records' and the name of the home state. There are also outside services that can obtain MVR's for you at an additional fee.

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