



MOTOR VEHICLE RECORD (MVR) EVALUATION TOOLS

An organization’s motor vehicle record (MVR) policy should clearly state what qualifying offenses or accumulation of accidents and/or violations result in limiting or removing the driver from any driving duties or other adverse action. Generally, most organizations look at three to five years of driving history when assessing an MVR. Some states limit this by providing three years of data.

Frequency is as much a concern as severity. There should be as much concern about a person who, during the last three years, has had one minor accident and four speeding violations as someone who has had one major violation. Recent history is the most important. A driver who has had four moving violations, over three years ago, may be a better risk than a driver who has had two violations within the last 12 months. Everyone, including senior executives, family members, top sales people or volunteers, should be held to the same MVR standards.

Most organizations use some type of tool to assist in the evaluation of a driver’s accident and violation history. This document highlights four different tools: **MVR Grid**, **MVR Point System**, **MVR Flow Chart**, and **MVR Policy Statement**. Each tool is an example and should be customized to meet your own organization’s needs.

MVR Grid

		NUMBER OF PREVENTABLE ACCIDENTS			
Number Of Violations		0	1	2	3+
0	CLEAR	ACCEPTABLE	BORDERLINE	POOR	
1	ACCEPTABLE	ACCEPTABLE	BORDERLINE	POOR	
2	ACCEPTABLE	BORDERLINE	POOR	POOR	
3+	POOR	POOR	POOR	POOR	
ANY MAJOR <small>Past Five Yrs.</small>	POOR	POOR	POOR	POOR	

THIS IS AN EXAMPLE. YOU SHOULD CUSTOMIZE CONTROLS TO MEET YOUR ORGANIZATION'S NEEDS AND EXPOSURES.

In addition to identifying poor driving records, the MVR Grid also identifies borderline individuals. Persons with borderline MVRs can be warned of their status and coached to improve so they do not move into the poor category.

MVR Point System

PROFILE POINTS/ RISK CATEGORY	CORRECTION ACTION GUIDELINES	VIOLATION/ACCIDENT GUIDELINES	POINTS
1 TO 3 LOW RISK	-Generally no action necessary.	Warning	1
		Operating vehicle while on mobile phone	2
4 TO 5 MINOR RISK	-Manager to discuss record and improvement with employee. Employee will be advised of responsibility to drive in a safe and courteous manner in accordance with defensive driving principles. -Written warning.	Most moving violations such as failure to stop at red light, failure to yield right of way, following too closely, etc.	3
6 TO 7 BORDERLINE RISK	-Manager to discuss record and improvement with employee. -Written warning. -Driver training - classroom defensive driving program (example - National Safety Council DDC-4). Driver to pay first \$50 of the training.	Failure to use restraint system (wear safety belts)	4
		Speeding 0 to 10 MPH over 11 to 20 +20	2 3 6 to 8
8 TO 9 MEDIUM RISK	-Manager to discuss record and improvement with employee. -Written warning. -Driving training - structured Behind-The-Wheel driver training with instructor (example ITC Safety). Driver to pay first \$150 of the training cost. -Possible loss of company vehicle, to be determined on an individual basis. -Spouses/domestic partners with this level of risk will lose authorization to drive a fleet vehicle.	Reckless, negligent driving, driving to endanger	8
		Driving with suspended license Leaving scene of accident Fleeing officer	10
		Any alcohol related offense. Refusal to submit to a blood alcohol test (BAC). DUI / DWI.	10
10 OR MORE HIGH RISK	-Manager to advise employee that his or her driving record has resulted in "revoked driving privileges." -If the employee can no longer perform the essential functions of his or her position, or other job assignments are not an option, termination could result. -Spouses/domestic partners with this level of risk will lose authorization to drive a fleet vehicle.	Preventable accidents (backing and parking lot accidents)	1
		Preventable accidents (other than backing and parking lot accidents)	2 to 4

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The MVR Point System also does a good job of graduating drivers so that borderline individuals can be warned of their status and coached to improve. The **Violation/Accident Guidelines** and **Points** Columns on the right are used to assign points to each accident or violation over a three-year period. The points are then totaled to establish the **Profile Points** in the left column. For example, if a driver has a violation for talking on a cell phone (2 points) and a violation for speeding 15 miles over the speed limit (3 points) she would have 5 total points which would place her in the minor risk category.

The **Corrective Action Guidelines** column offers suggestions for corresponding profile risk points.

It is important to develop your own point system and not use the points assigned on MVRs by the state. Several states do not assign points, and those that do have differing point systems, which could result in employees from different states being treated differently based on the same violations.

MVR Flow Chart

1 MVR indicates applicant has a current license and the appropriate endorsements for vehicle(s) he or she will be operating.	YES	Continue to step 2.
	NO	Poor - Do not consider for driving duty.
2 MVR indicates moving violations and accidents within the past three years.	YES	Continue to step 3.
	NO	Continue applicant evaluation procedures.
3 MVR indicates one or more major moving violations or serious preventable accidents within the past three years.	YES	Poor - Do not consider for driving duty.
	NO	Continue to Step 4.
4 MVR indicates a combination of more than three minor moving violations or minor preventable accidents during the past three years.	YES	Poor - Do not consider for driving duty.
	NO	Continue applicant evaluation procedures.

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The MVR Flow Chart has similar criteria as the grid and point system; however, there are no graduations, simply a “yes-no” status.

MVR Policy Statement

Safe driving record during the past three years, including:

- No serious/major moving violations.
- No more than three minor moving violations.
- No drug- or alcohol-related offenses.
- No major preventable accidents or multiple minor preventable accidents.
- No more than three minor violations or minor accidents combined.

Similar to the flow chart, the MVR Policy Statement has no graduations, simply a “yes-no” status.

Violation Types

Examples of Major Violations:

- Leaving the scene of an accident
- Driving under the influence of drugs or alcohol
- Racing or excessive speed (>20 MPH over speed limit)
- Reckless, negligent or careless driving
- Felony, homicide or manslaughter involving the use of a motor vehicle
- License suspension or revocation resulting from accidents or moving violations
- Following too closely or tailgating
- Erratic lane-changing
- Attempting to elude a police officer

Examples of Minor Violations:

- Speeding < 20 MPH
- Failure to obey sign
- Failure to yield
- Illegal turn

Examples of Non-Moving* Violations:

- Parking tickets
- Motor vehicle equipment violations
- Failure to have a valid operator's license available where one actually exists

*Non-moving violations are typically not included when evaluating MVRs

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