

To maintain a safe fleet means selecting and nurturing qualified drivers with a history of safe driving performance.

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*According to the National Highway Traffic Safety Administration, over 5.8 million vehicle crashes are reported each year in the United States. Driver error was a contributing factor in 94% of these accidents.*

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## Consider This

A comprehensive set of driver eligibility criteria can help:

- Qualify prospective drivers
- Evaluate current drivers' eligibility to continue to operate company vehicles or personal vehicles on company business

And that helps manage your business risk.

## And Require This

A driver Motor Vehicle Report (MVR) should be part of the process for both new hires and existing drivers.

**Best practice:** Continuous MVR monitoring

**Minimum practice:** Annual MVR review

## Because Best Practices Reduce Risk

When you develop and implement a set of driver eligibility criteria, you're ensuring that all personnel operating company vehicles are qualified and capable of driving in a safe and responsible manner.

Allowing incompetent and unqualified personnel to operate a vehicle on company business could injure employees or the general public and cause damage to company property, loss of productivity, and significant financial legal expense.

Make sure you're confident that employees who drive your company vehicles have the necessary safe driving skills and behaviors to do so.

The following provides a sample of a policy based on Westfield's claims experience and industry best practices.

Here are some best practices to help Westfield fleet customers develop or review guidelines governing how their employees use company vehicles for business.

## Criteria Starters

Consider the following criteria:

- Minimum age requirements
- Valid driver's license for type of vehicle to be operated
- Minimum years driving experience
- Maximum number of moving violation points over a specific timeframe
- No major violations
- Passing of mandatory drug testing
- Acceptable background records check
- Other criteria important to ensure competent and safe operation of a company vehicle

Here are some additional screening requirements for drivers of commercial motor vehicles:

FMCSA Pre-Employment Screening Program

(PSP)- <https://www.psp.fmcsa.dot.gov/v/psp/Public>

FMCSA Drug and Alcohol Clearinghouse- <https://clearinghouse.fmcsa.dot.gov/Learn>

## Sample- DRIVER Review and ELIGIBILITY Criteria

The following guidelines apply to all current and new employees who operate a motor vehicle for company business. This included company vehicles, leased/rented or personally owned used for company business.

**All drivers must meet our Driver Acceptable Requirements. Failure to meet these standards may disqualify drivers from operating vehicles.**

### Eligible drivers should:

- Be at least 20 years old.
- Drivers under the age of 26 will be limited to operating a private passenger vehicle or light truck
- At least 3 years driving experience
- Have an acceptable driving record
- Have a valid class driver's license for the type of vehicle being operated
- Be familiar with the vehicles to be used or given instruction prior to driving vehicles
- Follow the company distracted driving policy

### ACCEPTABLE DRIVING RECORD MEANS:

No major violations in the last five years

Maximum of two minor moving violations in the last three years with No At-Fault Accidents Maximum of one at-fault accident in the last 3 years

### Major violation is a citation that involves:

- Driving with suspended license (does not apply to non-driving related suspensions if the current status of the license is valid)
- Speed in school zone
- Speed in excess of speed limit by 20 miles per hour (MPH) or more
- Speed in excess of speed limit by 15 MPH or more by a driver under age 26
- Speed in construction zone in excess of speed limit by 10 MPH or more
- Racing
- Passing stopped school bus
- Reckless driving / Careless operation
- DUI - alcohol or drugs
- Negligent driving
- Vehicular homicide
- Involuntary manslaughter
- Eluding an officer / Evading arrest
- Assault with a motor vehicle
- Unauthorized use of a motor vehicle
- Any distracted driver violation involving the use of a phone
- Hit and Run (aka Hit/Skip) / Leaving the scene of an accident
- Driving without a license
- Grand larceny

### Minor violations:

Any moving traffic citation (speeding less than 20 MPH above the posted limit, failure to stop or yield, improper lane change, etc.) other than a major violation.

The following are not moving citations:

- Motor vehicle equipment, load or size requirements
- Improper display or failure to display license plates
- Failure to sign or display registration card
- Use of a cell phone while driving unless a CDL driver

I acknowledge that I have received a written copy of the *driver eligibility requirements*, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

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Employee Name (printed)

Employee Signature

Date

THE ABOVE BEST PRACTICES GUIDE IS OFFERED FOR INFORMATIONAL PURPOSES TO HELP IN ESTABLISHING AN EFFECTIVE DRIVER QUALIFICATION PROGRAM AND TO HELP MANAGE YOUR AUTO RISK. THESE GUIDELINES ARE OFFERED ONLY AS A RISK MANAGEMENT TOOL AND ARE NOT INTENDED TO PROVIDE, AND SHOULD NOT BE RELIED UPON FOR, LEGAL ADVICE. YOU SHOULD CONSULT YOUR OWN LEGAL ADVISORS BEFORE MAKING EMPLOYMENT-RELATED DECISIONS.