



# TRIDENT

PUBLIC RISK SOLUTIONS  
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## Risk Control Best Practices: Motor Vehicle Record Screening

It is imperative for public entities to implement driver screening procedures ensuring that only licensed drivers with acceptable driving histories operate public-entity vehicles. Studies have found that there is a correlation between the number of moving violations and prior accidents with likelihood of future accidents. The following elements should be part of any program to analyze motor vehicle records.

- ✓ Management commitment
- ✓ Applicability
- ✓ Establish requirements
- ✓ Establish violation and rating criteria
- ✓ Obtain the motor vehicle record (MVR)
- ✓ Analyze the record and Assign a rating

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### Management Commitment

As with any successful program, commitment from leadership is essential.

- Work with department leadership, unions and Human Resources to develop a process that gets buy in from all involved.
- Ensure legal counsel reviews the procedure to account for any local codes and regulations.
- Be consistent and set an example for your employees by ensuring that all employees are held accountable.
- Provide staffing and budget support as needed to help ensure only safe drivers are operating your fleet.
- Encourage the public to report any unsafe driving observations.

### Applicability

Check the driver records of the following:

- All operators of fleet vehicles including automobiles, trucks, vans and/or heavy equipment owned, rented, leased or licensed for use on public right-of-way
- Full-time and part-time employees
- Coaches, chaperones, volunteers or anyone who drives on behalf of the entity
- Board members, committee members, elected officials

### Establish Requirements

The following are minimum requirements for any operator of public entity vehicles:

- All operators must receive a pre-employment driver screening by a review of their MVR with the states in which they reside or have resided.
- At least annually all operators should have a MVR in order to determine if there has been any changes to their license status as a result of accidents or violations.
- Driving records shall be reviewed by the HR Department, City/Town Manager/Administrator and/or Department Head
- Driving records determined to be a safety concern by the City/Town Manager/Administrator, may result in the disapproval of an employee's vehicle use in the course of employment, after consultation with the appropriate Department Head.
- Employees are required to notify their supervisor of any license suspensions immediately.



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## Establish violation and rating criteria

MVR's should be compared against established criteria including points or violations and at-fault accidents within a specific period. The following are examples of violations.

### Type A Violations

1. Driving while intoxicated
2. Driving under the influence of drugs
3. Negligent homicide arising out of the use of a motor vehicle
4. Operating a motor vehicle during a period of suspension or revocation of an operator's license.
5. Using a motor vehicle for the commission of a felony.
6. Aggravated assault with a motor vehicle.
7. Operating a motor vehicle without the owner's authorization.
8. Permitting an unlicensed person to drive.
9. Reckless driving.
10. Speeding contest.
11. Hit and run (bodily injury and physical damage) driving.
12. Excess speeding (over 20 mph) over the speed limit
13. Attempting to elude a police officer.

### Type B Violations

1. Excess speeding (under 20 mph) over the speed limit
2. Illegal turn
3. Distracted Driving
4. Failure to obey traffic signals or signs

### Example of Rating Criteria

**-Only those with a rating of 1 or 2 should be permitted to operate your vehicles.**

- (1) Clear – no traffic citation or motor vehicle accidents
- (2) Acceptable– no more than 2 moving traffic citations, or 1 at fault motor vehicle accident
- (3) Borderline – no more than 2 moving traffic citations, or 2 at fault motor vehicle accidents
- (4) Unacceptable – any driver whose MVR shows any one of the following records is not acceptable:

- Three or more accidents (at fault) in the last three years.
- One or more Type A violations in the last three years.
- Any combination of accidents and Type B violations equaling four or more in the last 2 years.
- An operator's license that has been suspended or revoked within the past three years.

Probationary status – anything in excess of marginal rating. A six months watch is indicated and MVR's checked at six months intervals.

3 Year Period

Number of Violations

Number of At-Fault Accidents

# of Violations	0	1	2	3
0	Clear	Acceptable	Borderline	Unacceptable
1	Acceptable	Acceptable	Borderline	Unacceptable
2	Acceptable	Acceptable	Borderline	Unacceptable
3	Borderline	Borderline	Unacceptable	Unacceptable
4	Unacceptable	Unacceptable	Unacceptable	Unacceptable



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## Obtain the MVR

**Determine how you will obtain the MVR.**

- Create a list of all operators in order to track the status of their MVR review
- Prospective employees should provide a copy of the MVR during the application process for each state in which they have resided.
- Check with your state Registry of Motor Vehicle department to determine what resources they may offer to obtain the MVR. Some may offer the record at no fee, others may charge a fee.
- If no state resources are in place, consider working with a third-party vendor who specializes in human resources to provide them for you.
- For Commercial Driver's License holders, the Federal Motor Carrier Safety Administration has established a Clearinghouse that employers must use to screen CDL holders for violations. [Click here to learn more.](#)
- Typically only a 3 year history is available.

## Analyze the record and assign a rating

**Use your violation and rating criteria to determine if the operator meets your established requirements.**

- Using your list of operators, enter in their rating so that you can track their ratings over time.
- Talk with the employee to understand the violations from their perspective. Those that are receiving multiple violations may need additional driver training, corrective lenses or may have an undiscovered medical related condition that may require attention.
- Keep in mind that frequency of violations is also an a concern, if an employee has 5 minor speeding violations over 3 years that may be as much or more of a concern than an employee with one major speeding violation in the same time period.
- Prioritize the most recent violation history.
- Be consistent with your rating and hold all employees to the same standards.
- For those employees whose record is in the middle of your rating scale, be sure to notify them that their record needs improvement. Consider providing them training and monitoring them more frequently as needed.
- All operators no matter how frequent they operate a vehicle should be held to the same standards. Keep in mind that all operators that are representing your organization and should be held to high standards.
- Document your MVR process and retain all records per state and local requirements.

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