

Motor Vehicle Record Checks

Bureau of Motor Vehicle (BMV) reports, also known as Motor Vehicle Record (MVR) checks, are crucial documents that should be used in the process of determining whether to **consider for hire, to hire or retain** an operator. The existence of an acceptable BMV record is only one of the criteria used for hire or retention. An unacceptable BMV record stops the hiring or starts the dismissal process.

It is the applicant's or current operator's responsibility to maintain an acceptable driving record in compliance with Agency policy. Only original reports issued within 10 days of Agency request are acceptable (no copies).

Procedures

The following procedures should be followed closely:

- a. BMV checks will be required at the following times:
 - i. At the time of application and **before hire** (applicant's responsibility),
 - ii. Every 6 months (Agency responsibility),
 - iii. At the time of a preventable accident, (Agency responsibility)
 - iv. Any other time that the manager has reason to believe that the employee's driving record may have deteriorated. (Agency responsibility.)
- b. Current (issued within the last 10 days), original BMV reports (not copies) shall be obtained **before** the applicant's application is acted upon.
- c. Where required by state law or regulations, authorizations to obtain BMV records shall be obtained from employees. Failure to authorize a check is reasonable cause for dismissal.
- d. Violations that occur on an employee's personal time or in a non-company vehicle are to be considered as part of the overall driving record.
- e. BMV records will be reviewed and approved by the Executive Director based upon the criteria listed below, upon receipt.

The following are unacceptable driving records:

- i. If license has been suspended, the person must have ten (10) years with no subsequent violations.
- ii. If license has been revoked, the person must have ten (10) years with no subsequent violations.
- iii. Reckless driving within the past five (5) years.
- iv. A combination of more than two (2) accidents and/or two (2) moving violations in the past three (3) years. For example, one accident and one moving violation or two (2) moving violations.

- v. Person convicted of Driving under the Influence (DUI)/Driving While Intoxicated (DWI) are not acceptable candidates for driving employment no matter when the conviction.
- vi. Any combination of violations, unfavorable road observations or accidents that indicate a pattern of unsafe vehicle operation behavior, whether on or off the job.
- vii. Current employees charged with DUI/DWI will be suspended immediately pending the outcome. If the employee is convicted, this is cause for immediate termination.

Note: State sponsored safety courses or DDC courses do not “erase” accidents or moving violations.

- f. Employees are required to notify their manager immediately if they have received moving violations, DWI/DUI citations or have had their license suspended or revoked. Those that operate an Agency vehicle with a suspended or revoked license are subject to immediate dismissal. Employees not notifying management of tickets will be subject to disciplinary procedures up to and including dismissal.