

DRIVERS SCREENING GUIDELINES

This information is intended to provide a guideline for screening and approving company drivers. Depending on the particular driving exposure you have, you may choose to modify these guidelines for your business. Be sure that the guidelines you use are applied uniformly to all drivers or potential drivers to avoid possible discrimination risks.

Types of driving violations are listed by category as follows-

<u>Class 1</u> Major Violations	<u>Class 3</u> Minor Violations
DWI/DUI Refusing a substance test Fleeing or eluding a police officer Commission of a vehicular felony Vehicular manslaughter Hit and run Reckless / Careless driving Drag racing License suspension	Speeding Failure to yield Improper lane change Running red light or stop sign Seat Belt use Cell phone use Various moving violations
<u>Class 2</u> Accidents	<u>Class 4</u> Miscellaneous
Accidents are counted regardless of fault	Includes all non-moving violations

Screening Criteria

Motor Vehicle Records (MVR) should be screened based on the number and type of violations within a specified time period. Insurance Companies use a base of three (3) years. Suggested screens are as follows-

Employee should be disqualified from driving if their MVR reflects the following information-

1. Any Class 1 violation within the past 3 years
2. Two Class 2 violations within the past 3 years
3. One Class 2 and two Class 3 violations within the past 3 years
4. Three Class 3 violations within the past 3 years

MUST HAVE LICENSE FOR AT LEAST ONE YEAR TO BE AUTHORIZED TO DRIVE PACIFIC UNIVERSITY OWNED OR RENTED VEHICLES.