

MOTOR VEHICLE RECORD AUTHORIZATION FORM

Print Name _____

SS# _____ Date of Birth _____

Driver's License # _____ State _____

It is the policy of XXXXXX County and a requirement of employment that every employee filling a position that requires a valid driver's license have a motor vehicle record (MVR) specified grading requirements. This MVR policy applies both to drivers of county-owned vehicles and employees using personal vehicles in the course of their employment as well.

Employee MVR's will be examined prior to the date of employment and every three (3) years thereafter. Any job offer made where the job requires a valid driver's license will be contingent upon a MVR meeting the required standards. Continued employment with the county in a position requiring a valid driver's license will require a MVR meeting the specified standards.

All violations will be reviewed by the County Manager and Human Resources Director and may result in disciplinary action, up to and including termination, depending on severity of the violation.

I have read, understand and agree to abide by the above policy.

Employee Signature

Date

Motor Vehicle Record Criteria for Coverage under County Insurance

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TYPE A VIOLATION - Includes (but not limited to) DWI/DUI/OWI/OUI, Refusing Substance Test, Reckless Driving, Manslaughter, Hit & Run, Eluding a Police Officer, any Felony, Drag Racing, License Suspension, and Driving While License Suspended. Any driver with these types of violation is a major concern.

TYPE B VIOLATION - Includes all vehicle accidents, regardless of fault.

TYPE C VIOLATION - Includes all moving violations not classified as Type A or Type B. (Speeding, Improper Lane Change, Failure to Yield, running Red Lights, or Stop Lights)

TYPE D VIOLATION - Includes all non-moving violations (Illegal Parking or Vehicle Defects)

All violations will be reviewed by the County Manager and Human Resources Director and may result in the disciplinary action listed below, up to and including termination, depending on severity of the violation(s).

CRITERIA

Declination, Termination or Reassignment to a Non-Driving Position:

- One or more Type A violations in preceding 36 months
- Two or more Type B violations in preceding 36 months
- Three or more Type C violations in preceding 36 months
- One Type B violation and two Type C violations in preceding 36 months

Probation:

- One Type B violation in preceding 36 months
- Two Type C violations in preceding 36 months
- One Type C violation and two Type D violations in preceding 36 months
- Three Type D violations in preceding 36 months

Employees placed on probation will have MVR reports conducted every 6 months, and will remain on probation until such time as violations are reduced to an acceptable level.

Updated 2/04