
Best Practices Driver Selection and Retention

Rancho Mesa Insurance

ALL NEW HIRES MUST PROVIDE
THEIR MOTOR VEHICLE RECORD
PRIOR TO EMPLOYMENT.

EMPLOYMENT STATUS IS
ALWAYS PENDING AN MVR
CHECK.

Driver Selection and Retention

We allow only qualified and appropriately licensed drivers to operate company-owned vehicles. Anyone who drives on company business must comply with the following standards, or be subject to disciplinary action, up to and including termination:

1. A minimum of two years of verifiable driving experience with the type of vehicle being driven on the job.
2. An acceptable Motor Vehicle Record Grading Score, as outlined in our Motor Vehicle Record Policy.
3. A valid driver's license issued in the state of current residence, appropriate for the type of vehicle to be driven.
4. A driver's ability to meet all physical health qualifications of the Federal Motor Carrier Safety Regulations (if applicable).

Motor Vehicle Record Policy

If your position requires job-related driving, our policy requires you to maintain a motor vehicle record (MVR) that meets or exceeds the grading requirements outlined below. This MVR policy applies whether you drive a company-owned vehicle, or use your personal vehicle for company business.

We will examine Motor Vehicle Records prior to your start date, and regularly thereafter and if suspicions exist of non reported violations may exist. Any job offer made to you as an applicant is contingent upon your MVR meeting our required standards. Your continued employment is also contingent upon maintaining these established standards:

- ✓ A valid driver's license, in place for at least two years.
- ✓ Minimum age of 19 - for operation of non CDL required vehicles.
- ✓ Minimum age of 21 – for all commercial motor vehicle operators.
- ✓ Minimum age 23 - for semi-tractor trailer operators.
- ✓ For all new and existing drivers, an MVR will be reviewed based on the Motor Vehicle Record Grading Criteria (See Next Page).
- ✓ Driving records must remain Acceptable as defined by the MVR Grading Criteria for continued employment in positions with driving duties.

Motor Vehicle Record Grading Criteria (Prior Three Year Period)

Major Violations

(Drivers with the following violations on their MVR may be excluded from driving privileges)

- Excessive Speeding – 15 mph or more over the posted speed limit
- Any DUI, DWI, BAC, Controlled Substance or open container convictions in the last 5-years
- Failure to stop/report an accident
- Racing or Exhibition driving
- Careless/Reckless/Imprudent driving
- Making a false accident report
- Vehicular homicide, manslaughter or assault resulting from a vehicle related incident
- Attempting to elude an police officer
- Any suspension or revocation in the last 3-years
- 3 or more moving violations in the last 3-years
- 2 or more moving violations in the last year

Minor Violations

Any minor violation other than a major except:

- Speeding – (14 mph or less than the posted speed limit)
- Motor vehicle equipment, load or size requirement
- Improper/failure to display license plate
- Failure to sign or display registration
- Failure to have driver's license in possession (if a valid license exists)

NOTE:

2 or more minor moving violations in the last year is considered unacceptable.

3 or more moving violations in the last three-years in considered unacceptable.