

# MOTOR VEHICLE RECORD (MVR) POLICY

It is the policy of \_\_\_\_\_ (business name) to obtain the detailed driver information (MVR) on each prospective driver before an offer for employment is extended to the individual. Management will review the MVR to ascertain if a valid license is held and if the driving record is within the parameters set by company driving policy. A “driver” is someone who could not perform the duties assigned to them without driving a vehicle.

By signing this policy, I understand that management conducts an annual review of each driver’s driving performance. Based upon the outcome of the annual review, the driving exposure, and the losses experienced during the past year, MVRs may be ordered and reviewed. As a company policy MVRs are checked regularly on all employee’s driving records. Employee records that are found to not meet the criteria set by management, driving privileges may be revoked, or other disciplinary action may be taken.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
State Issued

\_\_\_\_\_  
Drivers License Number

\_\_\_\_\_  
Date of Birth