

MOTOR VEHICLE RECORD (MVR) POLICY

It is the policy of _____ to obtain and review the Motor Vehicle Record (MVR) on each prospective driver* before an offer for employment is extended to the individual. Management will review the Motor Vehicle Record to ascertain the applicant or employee holds a valid license and their 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.

Management will conduct an annual review of each employee’s driving performance, where driving is a part of his or her job. Based upon the outcome of the annual review, the driving exposure, and the losses experienced during the past year, MVRs may then 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