**Background Checks: Motor Vehicle Driving Record Policy**

**Objective**[Company Name] seeks to safeguard its employees and others when driving a motor vehicle is required while conducting company business.

**Policy**Following a conditional offer of employment, a motor vehicle record check will be conducted on all final job candidates for whom driving a motor vehicle is an essential job function. Thereafter, checks will be run annually for these employees. Motor vehicle record checks will also be conducted on employees who will be covered by company insurance to drive rental vehicles during business travel.

[Company Name] will review motor vehicle records and decide as to drivers’ status for applicants and employees according to the companywide classification system listed below:

***Satisfactory***The individual is eligible to drive while conducting company business. The individual’s driving record indicates not more than one moving violation in the past 12 months.

***Probationary***The individual is eligible to drive while conducting company business with the stipulation that the individual’s motor vehicle record will be checked periodically over a period of probation. The individual’s driving record indicates more than one moving violation in the past 12 months but no more than two moving violations in the past 24 months.Any violations during the probationary period may result in termination of employment or other disciplinary action.

***Unacceptable***The individual is not eligible for employment due to an unsatisfactory driving record. Examples of unacceptable infractions include but are not limited to:

* Suspended or revoked license.
* Three or more moving violations in the past 36 months.
* Any violations involving drugs, alcohol, controlled substances, etc., within the past 24 months.
* Leaving the scene of an accident within the past 24 months.
* Reckless driving within the past 24 months.
* At fault in an accident resulting in fatality or serious injury within the past five years.

**Procedure for Existing Employees**[Company Name] will check the motor vehicle records annually for all current employees with driving responsibilities or those who use rental cars for business travel purposes. Any covered employee without a valid driver’s license will not be allowed to operate a company vehicle or drive on [Company Name] business. If driving is an essential job function and the employee cannot be reasonably accommodated, employment may be terminated.

If an existing employee has a valid driver’s license but the employee’s driving record falls at or below probationary status criteria (defined above), the employee will be placed on probationary status and will be subject to the requirements of that status until the end of the probation. If a subsequent periodic motor vehicle record check reveals further violations, [Company Name] will review the specific circumstances and determine appropriate action.

**Procedure for Job Applicants Following Conditional Offer of Employment**[Company Name] will check the motor vehicle records of any job applicant when driving is an essential job function or when a rental car may be needed for business travel purposes. The applicant’s job offer is contingent on eligibility under the company policy outlined above. The motor vehicle record check will include a review of all states listed on the individual’s employment application and resume.

If the applicant does not have a valid driver’s license or has a driving record that falls at or below the criteria listed under the unacceptable status (defined above), the applicant will not be hired for positions where driving is an essential job function. If the applicant’s driving record meets the probationary status criteria, the individual will be placed into that status upon hire with further periodic review.