

Agency Name

Transit Policies and Procedures

Subject	Driver Record Checks
Section	Personnel
Effective Date	
Approved By	
Approval Date	

Purpose

Create a policy to regularly check driver records for all employees who operate vehicles as part of their job description.

Definitions

Driving Record: A motor vehicle report that is a public record of an individual's driving history.

Procedure

Perform a driver's record check on all potential employees. Categorize these records based on if/when incident(s) occurred: no incidents, incident(s) within the past ten years, incident(s) within the past five years, or incident(s) within the past 12 months. If the applicant falls within one of the incident categories, the applicant cannot be hired unless there is explicit consent from the Agency.

Request an updated driver record on an annual basis for all employees who operate Agency vehicles. Review the new reports to determine if the employees are still qualified to drive for the Agency.

Responsibilities

It is the responsibility of the Agency's hiring department to order the driver record checks and enforce the policy.

Example

If a driver record shows the following criteria, the applicant shall not be hired by the Agency.

- General
 - Less than 21 years of age
 - Less than 2 years driving experience in the United States
 - Inability to obtain auto insurance
- Incident within the past ten years
 - Any suspension or revocation of driver's license that is driving related in any jurisdiction

- Incident within the past five years
 - Greater than ten traffic infractions
 - Greater than five serious traffic infractions
 - Greater than five motor vehicle accidents
 - Greater than five combined serious traffic infractions and accidents
- Incident within the past 12 months
 - More than two serious traffic infractions
 - More than three traffic infractions of any kind
 - More than two motor vehicle accidents