

# **Motor Vehicle Records Checking for Personnel Who Drive a University-Owned or Leased Vehicle**

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## **Purpose**

The purpose of this statement is to communicate to members of the Fairleigh Dickinson University Community who operate a university owned or leased motor vehicle, that the university will, at time of hire and possibly annually, request a Motor Vehicle Records Report concerning an individual's driving record or causes regarding workers' compensation. Sometimes an MVR may disclose negative information concerning an individual's driving record, including motor vehicle accidents, moving violations or points, driver license suspensions, etc. If the MVR reveals negative information as defined below, the university may restrict or suspend the individual driver from operating any university owned or leased motor vehicles. In the event that driving is a major function of the job, the individual will be assigned to other administrative tasks. If the employee is in a department whereby there are no administrative tasks to assign, that individual will be terminated from employment.

## **What Constitutes a Driver?**

A "driver" is anyone who is authorized to drive a university owned or leased vehicle.

## **Evaluation Guidelines**

The following guidelines will help to evaluate an individual driver's Motor Vehicle Records (MVRs):

Clear "MVR" – No violations or at fault accidents.

Acceptable "MVR" – No more than two minor violations in the last three years; OR one at fault accident in the last three years; or no more than a combination of one minor violation and one at fault accident.

Borderline "MVR" – Three minor violations in the last three years; OR two at fault Accidents in the last three years; OR any combination of minor violations and at fault accidents in the last three years, totaling three occurrences.

A driver in this category will be closely monitored and advised that any additional violations may result in loss of driving privileges for university vehicles. It is the responsibility of the driver to notify their supervisor or manager of any additional violations or at fault accidents they incur.

Poor “MVR” – One or more major violations in the last five years; OR four or more minor violations in the last three years; OR three or more at-fault accidents in the last three years; OR any combination of minor violations and at fault accidents totaling four or more occurrences in the last three years.

Any driver in the Poor “MVR” category will not be allowed to drive an FDU owned or leased vehicle.

At-Fault Accident – Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.

**Major Violations** – The below listed major violations constitute a Poor “MVR”:

- Driving while intoxicated (DWI)
- Driving under the influence (DUI)
- Negligent Homicide arising out of the use of a motor vehicle
- Operating during a period of suspension or revocation
- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without owners authority (Grand Theft)
- Permitting an unlicensed person to drive
- Reckless Driving
- Racing
- Hit and Run (involving bodily injury, property damage or both)
- Speeding in excess of 30mph above the posted limit

**Minor Violations:**

- Speed greater than reasonable or prudent or too fast for conditions
- Failure to yield
- Failure to obey traffic sign or signal
- Improper backing, turning or passing
- Following too closely
- Careless operation of vehicle
- Any other moving violation

As part of an ongoing risk management program to re-verify the qualifications of existing drivers, an MVR may be obtained annually by Human Resources for all drivers and reviewed to determine if remedial training or other action is necessary, including removal or restriction of driving responsibilities.

MVR's are to be reviewed with the respective drivers, the drivers' supervisor or manager and the University Director of Human Resources and made part of the driver's file. This review will provide insight as to a drivers' attitude regarding traffic rules and regulations.

Drivers who operate Fairleigh Dickinson University vans or other vehicles that are subject to the Federal Motor Carrier Safety Regulations are required, at least once every 12 months, to submit a list of their violations or motor vehicle traffic laws or ordinances (other than parking) for which the driver has been convicted or where the driver has forfeited bond or collateral during the preceding 12 months. All Fairleigh Dickinson University drivers, including Commercial Driver's License holders, are responsible to immediately notify their supervisor or manager before the end of the business day following receipt of any of the following major violations:

- Driving while license is suspended or revoked
- Driving while intoxicated or impaired
- Leaving the scene of an accident
- Reckless Driving

The drivers' supervisor or manager will be responsible to report a license suspension or revocation, or any of the above major violations, to the University Director of Human Resources who in turn will have responsibility to report the driving information to the university's insurance broker and insurance carrier.