

# A Management System for Controlling Fleet Losses



Controlling fleet losses is a function of management activities. Four of the major concerns of management are:

- Production control
- Quality control
- Cost control
- Loss control

It is in the best interest to consider fleet loss control along with the control of production, quality and cost. Since issues of production, quality and cost are managed on a day-to-day basis, all loss control efforts should benefit from the same treatment.

The purpose of this manual is to assist in implementing a system to manage the potential losses that are associated with our various types of fleet vehicles. However, it is obvious that the exposures and regulatory requirements for heavy-duty truck operations are significantly different than those for the passenger car fleet. These differences will be taken into particular consideration in the various elements of this program.

## A System for Managing Fleet Losses

There are five recognized steps in the successful management of loss. These steps are:

- Identification of work needed
- Setting standards for that work
- Measurement of results based on those standards
- Evaluation of results
- Correcting program deficiencies

We have identified various work activities in fleet loss control for which standards have been developed. The organization must be in compliance with the applicable State and Federal regulations to be protected from punitive damages and excessive liability exposures in the event of an accident.

By performing the activities listed in this manual according to standard, and measuring it by the standard, we will be in a position to evaluate progress and take corrective action when necessary.

## What's In It for Me? (The Manager)

Measurement through elements of this manual will be focused on the work being done to prevent accidents, rather than responding only after the accident has occurred.

A measurement of fleet loss control work will give the supervisor/manager immediate feedback on how well the company is meeting the specific fleet loss control activity standard. Fleet loss control, like sales or production, requires work.

## How to Use the Manual

The information in this manual is applicable to several fleet categories:

- The Passenger Car Fleet
- The Light-Duty Truck Fleet (GVW under 10,001 lbs.)
- The Heavy-Duty Truck Fleet (GVW over 10,001 lbs.)

Each category must use the guidelines as they are applicable. The procedures to meet the program standards are outlined in the manual.

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## General

The Light Vehicle and Passenger Car fleet safety program will be the responsibility of the organization.

Most passenger car driver/employees are hired for skills other than driving. In fact, some of the personality attributes that are sought directly conflict with attributes that are needed by a safety conscious driver. Personal and family use of company vehicles and the attitude that "anyone can drive a car" also impact the problem. Recognizing these and other difficulties, there are ways to significantly reduce losses from passenger car accidents.

The basic fleet safety program elements for passenger cars are similar to those required in the fleet loss control program for trucks. There will be differences in emphasis, however, as this program is not impacted significantly by regulatory issues.

This section addresses the various elements of a comprehensive passenger car loss control program.

## Safety Policy Statement

"The management of this organization has established this fleet safety policy to emphasize our commitment to the safety of our company vehicle operators and the general public.

By maintaining a safe and efficient fleet of vehicles, accidents – which create suffering to employees, customers and the general public, as well as costs for the company – will be minimized.

In support of this philosophy, the company must be careful to control the use of its vehicles. Consequently, personal use of company vehicles by children is strictly forbidden. Spouses may drive vehicles on rare occasions.

It is the responsibility of every manager to initiate all elements of the program as outlined in this manual. It is the responsibility of each supervisor to ensure that all employees under their

supervision who drive company vehicles adhere to the requirements of the program. It is the responsibility of all employees to operate vehicles in accordance with this policy."

## Safety Belt Use

Use of safety belts saves lives and prevents or reduces the severity of injuries. The following is a comprehensive sample policy.

We recognize that safety belts are an important and effective item of personal protective equipment, that employees needlessly die and are injured due to their failure to use available safety belts, and that reducing these costly injuries is important to all. Therefore, we are implementing the following safety belt usage policy:

**'Available safety belts shall be used when traveling on company business and for any occupant riding in a company vehicle.'**

**Scope:** This policy applies to all employees and occupants of vehicles driven by employees on company business. It is especially important that all managers and supervisors demonstrate their commitment to and support of this policy by their strict adherence to it.

**Maintenance:** Safety belt systems in all vehicles are to be maintained so they are clean, easily accessible, and in good working order.

**Employee Education:** Information about the organization's commitment to safety belt usage

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shall be emphasized in employee orientation, driver training, employee handbooks and safety rules.

### Restrictions on Personal Vehicles

Personal use of vehicles owned by employees on company business is strictly limited.

### Penalties for Accidents or Misuse

All accidents will be reviewed for preventability. Any driver having two or more preventable accidents in a three-year period will lose company vehicle driving privileges.

### Insurance Coverage on Personal Cars Used For Company Business

Where use of personal cars for company business is allowed, the company requires minimum coverage limits of \$500,000 combined single limits. The office manager has the responsibility of monitoring certificates of insurance for all personal vehicle use.

### Driver Selection and Qualification General

To assist in selecting the most qualified drivers from among applicants, the driver selection / qualification process must include the following for all drivers operating passenger cars:

#### A. Application for Employment

Each applicant should complete the company driver application. Applicants must provide references for the prior three years.

#### B. Reference Checks

Prior to employment, an investigation should be made on each new driver's employment record for the previous three years. This reference check should be documented.

#### C. Motor Vehicle Record Investigation and Inquiries

Prior to employment, an inquiry should be made into the driving record of each applicant for the past three years. The appropriate state agency must be contacted for each state in which the applicant has held a vehicle operator's permit

during the last three years. The Motor Vehicle Record (MVR) received as a result of this inquiry should be made a permanent part of the driver's personnel file.

#### D. Annual Review of Driving Record.

In January of each year, the manager should obtain and review a Motor Vehicle Record (MVR) for each driver.

### Vehicle Inspection and Maintenance

#### General Maintenance

Preventive maintenance in the light vehicle and passenger car fleet requires drivers to adhere to the manufacturer's service recommendations. Receipts for repairs and regular maintenance should be turned in to the company for monitoring.

Each driver is expected to keep the vehicle maintained in a safe operating condition, to include, but not limited to: tires, lights, brakes, etc.

Similar controls should be established for employees who operate personal vehicles on company business.

#### Maintenance Records

A file should be set up for each vehicle and monitored monthly by an assigned employee.

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The file should contain:

1. Name of employee.
2. Identification of the vehicle, including:
  - Company number
  - Make
  - Serial number
  - Year
  - Tire size

## Driver Training General

Because most employees who operate passenger cars are hired for skills other than driving, it is important that the company has a formal method of evaluating drivers' current skills and providing training for skill deficiencies. If the evaluation portion of the training is not possible, a comprehensive driving skills program should be used for all drivers.

### Driver Safety Training

A driver may be required to complete a comprehensive safe driver training program if warranted by accident record, MRV or a combination of the two. The training will be documented in the driver's personnel file.

## Accident Reporting and Recordkeeping General

It is important that all drivers be trained in the procedures to be followed in the event of an accident. This is critical for claims purposes to facilitate recovery and for liability purposes to control the company's exposure from third party claims. Standardized accident reporting procedures are:

### A. Accident Reporting

An accident reporting kit should be kept in each vehicle. This kit should contain all required

reports and instructions about how to conduct the on-scene investigation. In addition, the telephone numbers and/or names of key company and insurance personnel should be provided.

An accident kit should contain the necessary tools to complete an accident report. Such equipment might include: pens and pencils, flashlight, throwaway camera and notepad, all placed in a re-sealable plastic bag.

A company accident report should be used to describe the accident in enough detail so it can be coded from a "preventability" standpoint.

### B. Accident File

An accident file will be maintained that contains at least the following information on each accident.

- Date of the accident
- City or town in which (or most near where) the accident occurred, and the state
- Driver's name
- Copies of all reports required by state, other governmental entities or insurers

### C. Management Responsibility

The Safety Director is responsible for receipt of the accident reports, follow-up on completion of all necessary report items, handling documentation to the file and scheduling a review by management for "preventability" coding.

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## General Guidelines

The heavy-duty truck fleet consists of vehicles with gross vehicle weight (GVW) 10,001 lbs. and above. This includes vehicles from the small straight truck through the tractor-trailer rig.

All vehicles 10,001 lbs. GVW and above are regulated to various degrees by the Department of Transportation (DOT) through the Federal Motor Carrier Safety Regulations (FMCSR). Therefore, the Fleet Loss Control Program is written to include all regulatory and loss control issues affecting the different types of vehicles.

Since most states have adopted all or major parts of the FMCSR, the Safety Director must be aware of the state regulations for each state in which the company operates. In addition, he should be able to identify all vehicles in the fleet by type of vehicle and radius of operations. Each vehicle that is involved in interstate transportation must be identified.

Since the company has a DOT ID number, the fleet operations are subject to audits by the DOT in which they will be assigned a Safety Fitness Rating. The rating must stay "Satisfactory," based on the results of a DOT audit. The Safety Director will be very familiar with the Safety Rating process.

This program is designed to assist in the implementation of a fleet safety program. It is based on portions of the FMCSR. Therefore, implementation of this program will assist in meeting federal and state regulatory requirements.

## Safety Policy

The following is the policy statement regarding the operation of our vehicles.

"Our company has established this fleet safety policy to emphasize our commitment to the safety of our drivers and the general public.

The company recognizes the Federal Motor Carrier Safety Regulations (FMCSR) as the basic standards

of its safety program, and will meet or exceed these standards as they apply to our operations. The federal government has adopted these regulations for interstate fleet operations and the states that we operate in have adopted some or all of them for intrastate fleet operations.

Vehicle accidents cause suffering to our employees, customers and the general public. They impact the company through direct losses or increased operating expenses. By implementing a Fleet Safety Program, we can reduce or eliminate accidents and have a positive impact on our operations.

Senior management will be responsible for implementing the elements of the Fleet Safety Program as outlined in this manual. All managers and supervisors have the responsibility of following this policy and assisting the drivers under their supervision with meeting the requirements of the program. And, all drivers are responsible for operating their vehicles in accordance with this policy."

## Safety Belt Use

Use of safety belts saves lives and prevents or reduces the severity of injuries.

This organization recognizes that safety belts are an important and effective item of personal protective equipment. Employees needlessly die and are injured due to failure to use available safety belts.

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Reducing these costly injuries is important to all; therefore, we are implementing the following safety belt usage policy:

**'Available safety belts shall be used when traveling on company business.'**

**Scope:** This policy applies to all employees and to all occupants of vehicles driven by employees on company business. It is especially important that all managers and supervisors demonstrate their commitment to and support of this policy by their strict adherence to it.

**Maintenance:** Safety belt systems in all vehicles are to be maintained so they are clean, easily accessible and in good working order.

**Employee Education:** Information on the organization's commitment to safety belt usage shall be emphasized in employee orientation, driver training, employee handbooks and safety rules.

## Qualification of Drivers General

To assist the company in selecting the most qualified drivers from among the applicants and satisfy the requirements of both State and Federal Motor Carrier Safety Regulations (FMCSR), the driver selection / qualification process must include the following for all drivers operating vehicles of 10,001 lbs. GVW and above. The Office Manager has the responsibility of maintaining Driver Qualification Files for all drivers of commercial motor vehicles containing:

### A. Application for Employment

It must contain:

1. Name and address of carrier
2. Applicant's name, address, date of birth and Social Security number
3. The applicant's address for the prior three years
4. Date of application

5. The issuing state, number and expiration date of an unexpired commercial motor vehicle operator's license (CDL)
6. The nature and extent of the applicant's experience in operation of motor vehicles (at least 3 years)
7. List of accidents for the prior three years, including date, nature, fatalities or personal injury
8. List of violations for the prior three years
9. A statement explaining any denial of driving privileges or a statement that any such denial has not occurred
10. A list of employers for the prior 10 years, including name and address, employment dates and reason for leaving
11. Certification by applicant that the above information is true and correct

Reference: FMCSR 391.21

### B. Motor Vehicle Record Investigation and Inquiries

Prior to employment, an inquiry must be made into the driving record of each driver for the past three years. The appropriate state agency must be contacted for each state in which the driver has held a vehicle operator's permit during the last three years. The Motor Vehicle Record (MVR) received as a result of this inquiry must be made a permanent part of the driver's file.

Reference: FMCSR 391.23

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### C. Reference Check

Prior to employment, a documented investigation must be made on each new driver's employment record for the previous three years.

If the information received differs significantly from what is on the application, obtain clarification from the driver. If you are then satisfied with the explanation, document it in the file.

If the driver's clarification is not satisfactory, appropriate corrective action should be taken.

Reference: FMCSR 391.2

### D. Record of Violations

Each January, drivers must list all violations of motor vehicle laws and ordinances, other than violations involving parking, for which they have been convicted or forfeited bond during the previous 12 months. This information must be documented on **Form FLT 001**.

Records of Violations can be removed from the files three years from the date of execution. That is, the prior three years must be on file.

Reference: FMCSR 391.27

### E. Annual Review of Driving Record

Each January, the Office Manager will obtain Motor Vehicle Records (MVRs) for the state for each person assigned a company vehicle and their spouses, as well as for any other employee who operates or may operate a vehicle on company business.

At the time of completion of the Record of Violations form by the driver, the Safety Director must review available information to ensure each driver meets the minimum requirements of the FMCSR and the company. The review should include the Motor Vehicle Record (MVR) check, the Record of Violations, any company accident records, the company hours of service documentation and any

pertinent information obtained from the dispatcher.

**Form FLT 002** must be completed and signed by management.

The Annual Review of Driving Record may be removed from the Driver Qualification Files three years after execution. That is, the prior three years must be on file.

Reference: FMCSR 391.25

### F. Road Test

All new drivers will be given a one-week road test under the direction of an experienced company driver. This road test documentation will become a permanent part of the driver file.

The road test should include:

1. Pre-trip and post-trip inspection as required by Part 392.7
2. Coupling and uncoupling if combination units
3. Placing vehicles in operation
4. Use of vehicle controls and emergency equipment
5. Operating the vehicle in traffic and while passing other vehicles
6. Turning vehicles
7. Braking, and slowing vehicles by techniques other than braking
8. Backing and parking vehicles

Reference: FMCSR 391.31

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## G. Medical Examination

Before a new employee is allowed to drive a commercial company vehicle, the employee must receive a medical examination. A completed medical examiner's certification must be given to the driver and a copy kept in the Driver Qualification file. The Safety Director must review the medical examination to ensure the physician has evaluated the driver according to the medical examination instructions.

Each driver must receive a medical examination every 24 months. Medical examination may be removed from the Driver Qualification File after three years from the date of execution. That is, each Driver Qualification File must have two medical examination/certifications (the most current and the previous) if the driver has been with the company for two or more years.

Reference: FMCSR 391.41-43

## H. Alcohol and Drug Testing Requirements

Refer to Section 5 of this manual for driver qualification and file requirements.

Reference: FMCSR 382

## Hours of Service

### General

The intent of this standard is to establish management controls that will monitor the hours the drivers are on duty. Drivers should not be permitted to drive when they are fatigued or before they have had sufficient rest. The FMCSR guidelines should be the basis for monitoring hours of service. Every manager and dispatcher has the responsibility to monitor the hours of service of drivers. We will adhere to section 395 FMCSR regulations.

Reference: FMCSR 395.3

## Vehicle Inspection and Maintenance

Maintenance of vehicles will be in accordance with Part 396 of the Federal Motor Carrier Safety Regulations (FMCSR).

Where possible, company vehicles will be maintained on site. If vehicle maintenance is provided by an outside service, including lease vehicles, the Safety Director must assure that all records and the service provided are in compliance with this policy standard. This is to be accomplished by visits to the maintenance facility at least quarterly to monitor their records. In either case records will include:

## A. Inspection, Repair and Maintenance Records

A file must be maintained on each vehicle, including trailers. The file must contain the following items:

1. An identification of the vehicle including:
  - a) Company number
  - b) Make
  - c) Serial number
  - d) Year
  - e) Tire size

If the vehicle is not owned by the company, the record must show the name of the owner or provider.

2. A systematic method to show the type and due dates of the various levels of inspections and maintenance operations to be performed.
3. Records of the inspections, repairs and maintenance showing date and type.

Reference: FMCSR 396.3

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## B. Driver Vehicle Inspection Report

A Driver's Vehicle Inspection Report (DVIR) must be completed, dated and signed by each driver for each vehicle operated at the end of the trip.

The following parts and accessories must be covered on the daily inspection:

1. Service brakes, including trailer brake connections
2. Parking (hand) brake
3. Steering mechanism
4. Lighting devices and reflectors
5. Tires
6. Horn
7. Windshield wipers
8. Rear vision mirrors
9. Coupling devices
10. Wheels and rims.
11. Emergency equipment

The following procedures must be followed:

1. The driver turns in the original copy with the appropriate paperwork at the end of the day.
2. The manager or designee must:
  - Review the completed DVIR and file it if no items were written up;
  - If items were written up, determine whether repairs are required for the safe operation of the vehicle, and indicate this on the DVIR;
  - If the repairs are not necessary for safe operation of the vehicle, indicate this on the DVIR; and
  - Place a copy of the properly documented DVIR in the vehicle.
3. If repairs are necessary for the safe operation of the vehicle, the vehicle must be taken out of service immediately until repairs can be made. When repairs are completed, the mechanic doing the repairs must document

the repairs on the original copy of the report, as well as the copy in the vehicle.

4. Before driving a motor vehicle, each driver must review the last DVIR. If defects were noted on the DVIR, the next driver must sign the DVIR to acknowledge the report was reviewed and there was certification that the repairs have been performed or the vehicle is safe to operate.
5. A copy of the last – most recent – DVIR must be carried in the vehicle at all times. This applies even if the vehicle has not been driven for some time.
6. Each facility must retain original copies of all DVIRs for at least three months from the date the report was prepared. Each vehicle should have a file for storage of these reports. These files must be checked monthly by the responsible person to determine that reports are being properly completed for each day the vehicle is operated.

Reference: FMCSR 396.11

## C. Periodic Inspections

Every vehicle that is defined as a commercial vehicle by either State or Federal Motor Carrier Safety Regulations must have an **ANNUAL INSPECTION**.

1. The annual inspection requirement can be met:
  - a) Through a periodic inspection program by certified employees;
  - b) By a certified roadside inspection; or,

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- c) By inspection performed by a commercial garage that is certified to conduct the inspections.
- 2. The company must ensure that the inspection of its vehicles is in compliance with FMCSR standards. All inspectors must be qualified by virtue of training and/or experience as specified in **FMCSR 396.19**. It is the responsibility of each manager to verify the credentials of all inspectors.
- 3. The original of the inspection record must be kept on file for one year by the facility doing the inspection. These records can be managed by in-house maintenance, the commercial garage performing vehicle maintenance or the lessee of the equipment.

Reference: FMCSR 396.17-25

- 2. Has a gross vehicle weight rating of 26,001 or more pounds; or
- 3. Is designed to transport 16 or more passengers including the driver; or
- 4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act, and which will require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR 172, Subpart F).

From a practical standpoint, the company should require all commercial vehicle operators, other than tractor-trailer operators, to have a Group B Commercial Drivers License with the proper endorsements (i.e., "air brakes"). Tractor-trailer drivers must have a Group A CDL with the proper endorsements.

Reference: FMCSR 383

## Driver Training General

All new employees who will be required to drive company vehicles must receive training before being allowed to drive a company vehicle without supervision. Existing drivers will have one year to meet this standard. This training is in addition to any training received from previous employers. This training must be given in the vehicle the employee will drive. All training will be given by a driver trainer who has been certified in the training program.

### A. Commercial Drivers License (CDL)

Each employee driving a commercial vehicle as defined by Part 383 of the FMCSR must have the appropriate CDL. Commercial motor vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- 1. Has a gross combination weight rating of 26,001 or more pounds, inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or

### B. Driver Trainers

Each location must have at least one driver trainer certified as an instructor in the program through a qualified instructor training program. In addition, each trainer must be recertified every two years in a recertification program.

### C. Training of Drivers

Before a new employee is allowed to drive a company vehicle without supervision, the employee must be trained by a certified

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trainer. In addition, the certified trainer must complete a 30-day follow-up with the new employee in which the employee is re-evaluated on those driving behaviors that were indicated on the initial evaluation as being substandard. This 30-day follow-up evaluation must be a part of the driver's file.

### D. Training of Supervisors

Those supervisors who are not certified trainers must receive four hours of training from the certified driver trainer on how to evaluate a driver's performance using the "Expert Driving Principles" program. This training must be documented.

### Training Resources:

National Safety Council  
P.O. Box 558  
Itasca, IL 60143-0558  
800.621.7619

Consolidated Services Corporation  
2500 Devon Avenue  
Elk Grove Village, IL 60007  
800.323.6644

## Preventing Accidents General

To assist the company in identifying accident trends, repeater and causation factors, the following guidelines should be used for proper reporting of vehicle accidents. This policy will cover all company and leased vehicles. The procedure will meet the FMCSR requirements for vehicles over 10,001 pounds GVW.

"Commercial Vehicle" means any self-propelled or towed vehicle used on public highways in

interstate commerce to transport passengers or property when;

1. The vehicle has a gross vehicle weight rating or gross combination weight rating of 10,001 or more pounds; or
2. The vehicle is designed to transport more than 16 passengers including the driver; or
3. The vehicle is used in the transportation of hazardous materials in a quantity requiring placarding under regulations issued under the Hazardous Materials Transportation Act.

### A. Procedure

All vehicle accidents must be reported on a Vehicle Accident Report. The information collected at the scene of the accident and recorded on the At-the-Scene Investigation Form, supplied by your insurance company, must be attached to the Vehicle Accident Report Form.

The insurance company must be notified as soon as possible by phone of serious accidents. Written notification must be submitted to the insurance company within 48 hours of all accidents.

### B. DOT Reportable Accidents

A DOT reportable accident is an occurrence involving a commercial vehicle operating on a public road which results in:

- A. A fatality;

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- B. Bodily injury to a person, who, as a result of the injury, immediately received medical treatment away from the scene of the accident; or
- C. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported from the scene by a tow truck or other vehicle.

### C. Accident Recordkeeping

An accident register must be maintained for all accidents and include the following information:

1. Date of the accident.
2. City or town in which or most near where the accident occurred and the state in which the accident occurred;
3. Driver's name;
4. Number of injuries;
5. Number of fatalities; and,
6. Whether hazardous materials, other than fuel spilled from the fuel tanks of vehicles involved in the accident, were released.

In addition, copies of all accident reports required by state, other governmental entities or insurers must be on file.

*Reference: FMCSR 390.15*

### D. Coding of Vehicle Accidents

All vehicle accidents should be coded for responsibility using the following classifications:

1. **Preventable vehicle accident** is one in which the vehicle operator failed to do everything that reasonably could have been done to prevent the accident; or,
2. **Non-preventable accident** is one in which the vehicle operator did everything reasonable that could have been done to prevent the accident.

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## Purpose of Evaluation

Driver selection is the foundation of a good fleet safety program. One of the most important selection criteria is the driving record of the candidate. Hiring a worker with a poor driving record can expose the company to severe liability and punitive damage costs. Court awards can exceed the limits of liability on an insurance policy and force some businesses out of operation. Therefore, our company will make every effort to select only those candidates who meet specified safe driving standards.

To be most effective, the MVR will be used in conjunction with the requirements of the Department of Transportation Federal Motor Carrier Safety Regulations (FMCSR) that require a driver to:

1. Notify the state issuing CDL of violations occurring in another state within 30 days of such occurrence – FMCSR 383.32(a).
2. Notify employer of any violation occurring in a state other than the state issuing CDL of any violations within 30 days of such occurrence – FMCSR 383.31(b).

The MVR program will be applied to all company vehicle drivers regardless of size and whether leased or owned. It will also be required for employees who use personal vehicles for company business.

The most reliable and convenient source of this information is the Motor Vehicle Report (MVR) program provided by each state.

### A. Where to Order MVRs

MVRs should be ordered and received for applicants and all newly-hired drivers. The person on whom the MVR is being requested will need to sign a statement allowing the company to order the report. This authorization will be part of the personnel file.

### B. Important Considerations

Although MVRs are an important part of the driver selection and monitoring process, it should be understood that used alone, the MVR has serious limitations.

1. Many violations do not appear on MVRs because the legal process provides that certain actions, such as taking a defensive driving course, keep the violation off the offender’s driving record.
2. Many states do not share information concerning violations occurring in their jurisdiction. Therefore, a driver could conceivably receive a number of violations from states other than the one issuing his Certified Drivers License (CDL) and this information might not appear on his MVR.
3. Most accidents do not appear on the MVR; therefore,
4. **Each January, the company will require all employees who drive company vehicles or operate their own vehicle on company business to complete the Annual Violation and Review report and submit it to the Safety Director.**

### C. When to Order MVRs

For all vehicles, it is important to request the MVR as a part of the employment process. The vehicle operator must understand that continued employment is subject to receipt of

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MVRs that meet company standards. For this reason, it's best to explain the MVR standards in the interview process and require the applicant to report on violations that might exceed the standards. For this reason, a Violation Report (Appendix A, form FLT 004), covering the previous three years, should be completed by the applicant and the applicant informed that the MVR will be ordered to validate the information submitted on the Violation Report.

The Violation Report should require information on any violation for which the candidate driver has been convicted, or for which he/she forfeited bond or collateral (other than parking violations) during the previous 36 months (Form FLT 001).

In addition, the MVR will be ordered annually for every driver. Each driver must complete a Violation Report each year. A manager must document an annual review of the report and the subsequent "qualification" or "disqualification" of the driver based on FMCSR disqualification criteria.

### Minimum Standards

The standards in the selection process are somewhat more rigid than those for current employees.

### D. DOT Regulated Drivers

As we are regulated by FMCSR 391, we must use the standards in FMCSR 391.15 as the minimum driver qualification standards in your program.

### E. MVR Hiring Policy

It is important that only those applicants with driving records that reflect responsibility and maturity be employed. This policy states the minimum standards acceptable on a three-year MVR.

It is the responsibility of management to request an MVR on each applicant at the time of employment. The applicant must be informed that employment is subject to the receipt of an MVR that meets the following standards.

No convictions for:

1. Excessive speeding (15 miles per hour above the speed limit);
2. Reckless driving;
3. Three or more moving violations;
4. License revocation or suspension;
5. Leaving the scene of an accident;
6. DUI or drug violation.

### F. MVR Annual Policy

Every driver must complete annually a Violation Report which must record all traffic violations for the previous 12 months. A manager will then request an MVR to verify the information provided by the driver.

#### 1. Class I Violations

The MVR must not contain more than one conviction for the following violations:

- a) Excessive speeding;
- b) Reckless driving;
- c) Improper or erratic lane changes;
- d) Following the vehicle ahead too closely; or,
- e) A violation, arising in connection with a fatal accident, of state or local law relating to motor vehicle traffic control.

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## 2. Class II Violations

The MVR must not contain convictions for the following violations:

- a) DUI;
- b) Driving while under the influence of a controlled substance;
- c) Leaving the scene of an accident; or,
- d) A felony involving the use of a motor vehicle.

## G. Disqualification Criteria

Our company has established criteria that we will enforce for all employees who may drive. The requirements to continue operating a vehicle (whether a company vehicle or personal vehicle) on company business are outlined below. If a driver is not able to maintain a driving record within these guidelines, driving privileges will be revoked.

- a) Drivers may not have more than two moving violations during the three prior calendar years.
- b) Drivers may have no Class II moving violations, such as noted above in our safety policy, on their driving record at any time during their employment with our company. Any violation of this type will result in driving privileges being revoked immediately.
- c) No other "serious" infractions such as fleeing a police officer or vehicular homicide in any time period are permitted.

## H. How to Evaluate MVRs

An MVR evaluation program can aid in screening new and prospective drivers and, in part, provide a basis for evaluating the driving practices of your current drivers on a continuing basis. An effective, unbiased program should be objective and have full management support. The requirements for an objective, unbiased program include developing objective standards which relate to driving safely and applying these standards consistently.

The MVR should be evaluated against a company point system. The point system provided in this manual is a sample meant to be instructive rather than recommended criteria. The fleet manager should develop a company.

\* This information is intended as a guideline to be used in conjunction with other loss control resources. It does not represent legal advice and does not amend the terms, conditions or coverage of your insurance policy. This information has been obtained from resources believed to be reliable, but Westfield Insurance cannot guarantee its reliability and does not assume liability for the information or suggestions presented.

**Notes**

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