

DRIVER SELECTION CRITERIA

Company vehicles are one of the most important assets and potential liabilities for an organization. The safe operation of these vehicles depends significantly on the ability and skills of the driver. With so much riding in the driver's hands, your organization should select and utilize only the best drivers. Do not leave the selection, training, and maintenance of safe drivers to chance. Your organization can minimize negative attributes and maximize all of the good attributes of a driver by utilizing the following operations and methods.

MOTOR VEHICLE REPORTS (MVRs)

DEPARTMENT OF MOTOR VEHICLES TRANSCRIPT EVALUATION REQUIREMENTS

Knowing the on- and off-duty driving habits and records of your drivers is an important tool in both selecting and maintaining the safest drivers for your vehicles. Routine administrative reviews of all drivers' MVRs are an effective way to know the specific driving habits of individual drivers.

If the organization chooses to review the MVRs on less than an annual basis, then interim activities should also be considered. Some of these activities would be to require each driver to produce a valid driver's license and financial responsibility card (proof of insurance) annually and retain a photocopy in the employee's file. MVR evaluation methods are equally important. Review and evaluate the driver's record and incident frequency



utilizing established criteria to assure everyone's records are evaluated equally. A copy of the driver's MVR should be saved as part of their personnel file.

Class A Violation

An individual who has a Class A violation within the past three (3) years normally receives a license suspension from the Department of Motor Vehicles which issued the license. In addition, Glatfelter guidelines call for suspension of driving privileges for anyone convicted of a Class A violation for a period of eighteen (18) months. Furthermore, any of these individuals would also be required to attend

an approved driver-improvement program, or equivalent training, and be re-qualified to operate company vehicles.

Class B Violation

Any individual who has a combination of two (2) Class B moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a warning letter from management.

Any individual who has a combination of three (3) moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a suspension of driving company

vehicles for a period of ninety (90) days by management.

Any individual who has more than three (3) moving violation convictions or three (3) chargeable accidents or any combination of more than three (3) of the formerly

stated violations in a three (3) year period will be issued a suspension of driving company vehicles for a period of one (1) year. In addition, the same individual would be required to complete an approved driver improvement program and

be re-qualified to operate company vehicles.

Note: Unusual circumstances with individual cases would be evaluated on a one-to-one basis.

VIOLATIONS

Designation of Class A and Class B violations are based on a survey of state point systems. Violations receiving higher numbers of points are categorized as Class A.

Class A Violations

- Driving while intoxicated.
- Driving under the influence of drugs.
- Negligent homicide arising out of the use of a motor vehicle (gross negligence).
- 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 owner's authority.
- Permitting an unlicensed person to drive.
- Reckless driving.
- Hit and run driving.

Class B Violations

- All moving violations not listed as Class A violations. (Exceeding posted speed limit is a Class B violation).

Note: Unusual circumstances with individual cases would be evaluated on a one-to-one basis.