

## **N. DRIVER'S MOTOR VEHICLE RECORD**

Business vehicle operations create substantial risk to any organization. A best practice for reducing vehicle risk is to ensure only safe drivers are allowed to operate vehicles on organization business.

GLPC business can involve organization vehicles, personal vehicles, and rental vehicles. While employee drivers who drive frequently are obvious, this policy also applies to often forgotten drivers such as: part-time/temporary, interns, elected officials, post office/bank runs, airport pickups, conference/seminar attendees, business trip travelers, etc.

Evaluating a driver's motor vehicle record (MVR) along with obtained employee-certified reports has long been a recognized component of the driver screening process. The following constitutes the MVR policy of the GLPC.

1. All drivers must have a valid driver's license of the proper class and appropriate endorsements where necessary.
2. Drivers must immediately notify their supervisor and not drive on GLPC business if their license has been suspended or revoked.
3. Drivers must report all accidents and moving violations to their supervisor whether incurred on-the-job or not.
4. Prospective employees will be required to report all accidents and moving violations within the previous 36 months at the time of hire. Upon implementation of this policy existing employee drivers will be required to complete the same report. After which all employee drivers will be required to complete an accident and moving violation report annually for the previous 12 months thereby creating a rolling 36-month informational self-reporting history.
5. MVRs will be obtained on prospective drivers prior to employment. MVRs will be obtained annually thereafter on all employee drivers.
6. MVRs will be broken down into 'Violations' and 'Accidents'. 'Violations' are classified as *Major*, *Minor*, and *Non-Moving*. *Non-Moving* are not included in this evaluation process unless deemed to be the causation of higher costing insurance coverage. 'Accidents' will be classified as *Preventable* or *Non-Preventable*. A *Non-Preventable* accident will be declared if it is deemed the driver did everything possible to avoid being involved or has been rear-ended or

struck while parked.

7. Acceptability of a driver to drive on GLPC business will be based on the information obtained from self-reporting and MVRs through the following applications:

a. If the violation is classified in the following “Major Violation” listing a prospective driver will not be hired while an existing employee driver will be suspended from driving on any and all GLPC business for 36 months.

MAJOR VIOLATIONS:

- i. Driving Under the Influence or Driving While Impaired (DUI/DWI) Alcohol or Drugs
- ii. Refusing to submit to Blood Alcohol Test (BAC)
- iii. Felony, homicide, or manslaughter involving the use of a motor vehicle
- iv. Aggravated assault with a motor vehicle
- v. Reckless driving, negligent driving, driving to endanger, or racing (speed contest)
- vi. Hit & Run (bodily injury or property damage) or Leaving the Scene of an Accident
- vii. Attempting to elude a police officer
- viii. Speeding (greater than 85 mph or in Excess of 25 mph Above the Posted Limit)

b. If a violation is not *Major* or *Non-Moving* it is *Minor*. All *Minor Violations* and *Preventable Accidents* during the prior 36 months will be included in the below “Grid” analysis. From the analysis, prospective employees must have a rating that is ‘CLEAR’ or ‘ACCEPTABLE’ in order to be hired for positions requiring driving. Current drivers must have a rating that is ‘CLEAR’, ‘ACCEPTABLE’, or ‘BORDERLINE’. Management may restrict the driving privileges of employees with ‘BORDERLINE’ records or require drivers to receive additional training or monitoring. Drivers with ‘POOR’ records will be suspended from driving on any and all GLPC business.

c.

<b>GRID</b>		<i>NUMBER OF PREVENTABLE ACCIDENTS</i>			
		0	1	2	3+
<i>NUMBER OF VIOLATIONS</i>	0	<i>CLEAR</i>	<i>ACCEPTABLE</i>	<i>BORDERLINE</i>	<i>POOR</i>
	1	<i>ACCEPTABLE</i>	<i>ACCEPTABLE</i>	<i>BORDERLINE</i>	<i>POOR</i>
	2	<i>ACCEPTABLE</i>	<i>BORDERLINE</i>	<i>POOR</i>	<i>POOR</i>
	3+	<i>POOR</i>	<i>POOR</i>	<i>POOR</i>	<i>POOR</i>

Management reserves the right to make exceptions and changes to this policy as deemed acceptable.

**Greater Lafourche Port Commission (GLPC)**

**Employee Driving Record Information Disclosure and Release Form**

1. In connection with my employment (or my application for employment), I hereby give permission to the Greater Lafourche Port Commission (hereinafter referred to as “GLPC”) to obtain my state driving record also known as my Motor Vehicle Record or MVR.
2. I acknowledge and understand that my driving record is a consumer report that contains public record information.
3. I authorize, without reservation, any party or agency contacted by the GLPC to furnish the above- mentioned information.
4. I understand that I have the right to request a copy of my driving record and to know the source or sources of my driving record.
5. This authorization shall remain on file by the GLPC for the duration of my employment and will serve as an ongoing authorization for the GLPC to procure my state driving record at any time during my employment period.
6. I understand that the GLPC may take adverse action affecting my employment based on information in my driving record. If such adverse action is taken, I acknowledge that my rights are as follows:
  - a. Employer must notify me in writing of any such adverse action.
  - b. I have the right to receive a copy of the driving record upon which the adverse action was based.
  - c. I have the right to receive a summary of my rights under the Fair Credit Reporting Act.
  - d. I have the right to know the name, address, and telephone number of the consumer reporting agency that provided my driving record to the GLPC.
  - e. I have the right to obtain a free copy of my driving record from the agency that provided it – if such a request is made within 60 days from the date that the GLPC took adverse action.
  - f. I have the right to dispute the accuracy or completeness of my driving record with the consumer reporting agency that provided it and to request that errors be corrected.

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<b>Employee’s Printed Name</b>	<b>Employee’s Signature</b>	<b>Date</b>
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<b>Date of Birth</b>	<b>Driver’s License Number &amp; State Issued</b>
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**Greater Lafourche Port Commission (GLPC)**  
**Prior 12 Month Driver's Self-Reporting Form**  
**(For Existing Employees)**

List all driving offenses that have occurred in the previous 12 months of today's date.

Driving Offenses are to be broken down into *Violations and Accidents*.

*Violations* are to be classified as *Major or Minor*. (*Non-Moving* violations are not required to be reported)

*Major Violations are:*

- 1 - Driving Under the Influence or Driving While Impaired (DUI/DWI) – Alcohol or Drugs
- 2 - Refusing to submit to Blood Alcohol Test (BAC)
- 3 - Felony, homicide, or manslaughter involving the use of a motor vehicle
- 4 - Aggravated assault with a motor vehicle
- 5 - Reckless driving, negligent driving, driving to endanger, or racing (speed contest)
- 6 - Hit & Run (bodily injury or property damage) or Leaving the Scene of an Accident
- 7 - Attempting to elude a police officer
- 8 - Speeding (greater than 85 mph or in Excess of 25 mph Above the Posted Limit)

*Minor Violations* are anything not *Major* or *Non-Moving*.

*Accidents* are to be classified as *Preventable* or *Non-Preventable*.

A *Non-Preventable* accident is when the driver did everything possible to avoid being involved or has been rear-ended or struck while parked.

<b>Date</b>	<b>Violation or Accident?</b>	<b>If Violation was it Major or Minor? If Accident was it Preventable or Non-Preventable?</b>	<b>Location</b>

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**