

Motor Vehicle Record Driver Eligibility Criteria

Because one of our company's top priorities is to keep our employees and others safe, we have stringent fleet safety standards for employees (and non-employees where applicable) who operate any vehicle in the course of employment. This includes the thorough review of motor vehicle records to ensure that only qualified drivers are permitted to operate a vehicle for our business purposes.

We will conduct a motor vehicle review for:

- All new hires prior to being approved to operate a vehicle, and annually thereafter;
- Employees assigned a company vehicle who possess a commercial license (Class A and B) or non-commercial license (Class C);
- Employees pre-approved to use a company vehicle on an incidental basis or pre-approved for use of rental vehicle;
- Employees who drive their personal vehicles for pre-approved business purposes as defined by the IRS;
- Spouses of employees who have been granted personal use benefit; and
- Employees involved in an accident.

The motor vehicle reviews will cover employees' driving history over the prior 5-year period.

Driver Eligibility Requirements

All drivers must meet our Driver Eligibility Requirements. Failure to meet these standards may disqualify drivers from operating vehicles while performing company business.

Eligible drivers should:

- Be at least 20 years old.
- Have at least 3 years driving experience.
- Have an acceptable driving record.
- Have a valid class driver's license for the type of vehicle being operated.
- Be familiar with the vehicles to be used or given instruction prior to driving vehicles.
- Follow all fleet safety policies.

Drivers under the age of 26 will be limited to operating a private passenger vehicle or light truck.

Acceptable Driving Record Means:

- No major violations in the last five years
 - Maximum of two minor moving violations in the last three years with no at-fault accidents
 - Maximum of one at-fault accident in the last 3 years
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A major violation is a citation that involves:

- Driving with a suspended license (does not apply to non-driving related suspensions if the current status of the license is valid)
- Speeding in school zone
- Speed in excess of speed limit by 20 miles per hour (MPH) or more
- Speed in excess of speed limit by 15 MPH miles per hour or more by a driver under age 26
- Speeding in a construction zone in excess of speed limit by 10 MPH or more
- Racing
- Passing a stopped school bus
- Reckless driving / Careless operation
- DUI - alcohol or drugs
- Negligent driving
- Vehicular homicide
- Involuntary manslaughter
- Eluding an officer / Evading arrest
- Assault with a motor vehicle
- Unauthorized use of a motor vehicle
- Any distracted driver violation involving the use of a phone
- Hit and Run (aka Hit/Skip) / Leaving the scene of an accident
- Driving without a license
- Grand larceny

Minor violations:

Any moving traffic citation (speeding less than 20 MPH above the posted limit, failure to stop or yield, improper lane change, etc.) other than a major violation.

The following are not moving citations:

- Motor vehicle equipment, load, or size requirements
 - Improper display or failure to display license plates
 - Failure to sign or display registration card
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I acknowledge that I have received a written copy of the **Driver Eligibility Requirements**, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Employee Name (printed)

Employee Signature

Date

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