

In the event an employee-applicant is hired and must begin driving on company business prior to receipt of the MVR, the Safety Manager must, as a minimum, carefully review the applicant's *Driver History Form* before granting driving privileges.

Also, each employee-applicant should be informed in writing by the Safety Manager that employment is conditional upon receipt of a satisfactory MVR; that is, an MVR not meeting the definition of a "HIGH RISK DRIVER".

If the information on the MVR or *Driver History Form* indicates that the new employee is a "High Risk Driver", the Safety Manager may, after careful consideration, grant driving privileges, but only on a probationary basis.

EVERY ATTEMPT SHOULD BE MADE TO SECURE AND EVALUATE A MVR ON EACH NEW "DRIVER" BEFORE DRIVING PRIVILEGES ARE GRANTED.

2. EXISTING EMPLOYEES:

If an existing employee is changing from a non-driving position to a position requiring driving on company business, the employee must complete and sign a *Driver History Form*.

The Human Resource Manager will forward the form to the Safety Manager, so an MVR can be ordered and evaluated prior to granting a change in job status.

B. Periodic MVR Checks

The Fleet Manager will obtain MVRs every year for all existing "Drivers".

In addition, the Company maintains the right to conduct periodic and random review of MVRs at its discretion.

C. Distribution of MVRs

The Fleet Manager will distribute MVRs to the VP & Owner for his review. The Fleet Manager is responsible for filing the MVR in the employee's file.

VII. IDENTIFICATION OF HIGH RISK DRIVERS

A "Driver" will be classified as a "High Risk Driver" if the MVR check so indicates, or if it is otherwise determined, that the driver has one or more of the following violations:

1. Conviction for an alcohol and/or drug related driving offense;
2. Refusal to submit to a Blood Alcohol Content (BAC) test;
3. Conviction for reckless driving;
4. Any combination of three or more moving violations, "At Fault Accidents", or "Preventable Accidents" within the most recent three years;
5. Suspension, revocation or administrative restriction within the last three years;
6. Leaving the scene of an accident as defined by state laws

7. At fault in a fatal accident
8. Felony committed involving a vehicle
9. Three or more "Company Vehicle" physical damage claims in any twelve month period.
10. Multiple Speeding tickets.

VIII. MANAGEMENT CONTROLS FOR HIGH RISK DRIVERS

If an employee is identified as a "High Risk Driver", the VP & General Manager must choose either Option 1 or Option 2:

A. Option 1: Probation

The VP & Owner must do all of the following:

1. Place the "High Risk Driver" on probation (ending two years from the date of the most recent violation);
2. Obtain a MVR from the Safety Manager every six months for the duration of the probationary period;
3. The Fleet Manager will notify the VP & Owner of any additional violations while the employee is on probation;
4. Immediately suspend driving privileges if any single repeat violation or an additional violation occurs while on probation as described in Section VII - OR if any terms of probation are violated.
5. Confer with the Safety Committee on any stipulations, operating limitations, or other conditions (for consistency between Districts), such as:
 - a. Loss of all "Company Vehicle" driving privileges;
 - b. Loss of "Company Vehicle" driving privileges between work and home;
 - c. Transfer of the "Driver" to a non-driving position; or
 - d. Additional driver training.
6. The terms of the probation are to be made to the employee in writing. The employee will be required by signature to signify that he/she has been informed of the probation terms and duration. The signed terms of probation should be kept in the employee's file.
7. If the probationary period has been served and if reinstatement of driving privileges is warranted, the VP & Owner should notify the Safety Committee.

B. Option Two: Suspension of Driving Privileges

If the VP & Owner must suspend all company driving privileges. The "High Risk Driver" will NOT be authorized to drive a motor vehicle at any time on company business.

This action may result in the VP & Owner either transferring the employee to a non-driving position, if such a position exists, or the employee may be subject to dismissal procedures.
