

DRIVER SELECTION

Vehicles are one of the most important assets and potential liabilities for your organization. This includes your organization's vehicles (ex. maintenance and wheel chair vans) and personally-owned vehicles (POV) driven on behalf of the organization. Safe vehicle operations depends greatly on the ability and skills of the vehicle operator.

With so much riding in the driver's hands, your organization should select and utilize only the best drivers. Selecting, training and maintaining good, safe drivers should not be left to chance. Your organization can minimize negative attributes and maximize the good attributes of a driver by utilizing the following operations and methods.

MOTOR VEHICLE REPORTS (MVRs)

Knowing your drivers on and off duty driving habits and records is an important tool in selecting and maintaining the safest drivers for your organization's vehicles and POVs. Routine administrative review of all driver MVRs is the most effective way to know the specific driving habits of individual drivers. It is recommended that MVRs be reviewed annually or minimally every two years and that a copy be retained in the personnel file.

If the organization chooses to conduct the MVRs on less than an annual basis, then interim activities should also be completed, including; annually require each driver of organizational vehicles to provide a valid driver's license and if applicable, a copy of the financial responsibility card (proof of insurance) for their POV. Copies should be retained in the personnel file.

There should also be a requirement that an individual notify the organization within 24 hours of any motor vehicle moving violation or other action against the individual's driver license.

Equally as important is how these MVRs are evaluated; evaluation criterion should be included as part of the evaluation process so everyone's records are evaluated equally.



VIOLATION TYPES

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

Type A Violations

1. Driving while intoxicated.
2. Driving under the influence of drugs.
3. Negligent homicide arising out of the use of a motor vehicle (gross negligence).
4. Operating during a period of suspension or revocation.
5. Using a motor vehicle for the commission of a felony.
6. Aggravated assault with a motor vehicle.
7. Operating a motor vehicle without owner's authority.
8. Permitting an unlicensed person to drive.
9. Reckless driving.
10. Hit and run driving.



Type B Violations (Any moving violation not included as a major violation.)

1. Speeding.
2. Failure to obey traffic control device, stop sign or stoplight.
3. Seat belt violation.
4. Failure to maintain lane control.
5. Failure to yield right of way.
6. Following too close.
7. Operating a motor vehicle while using a phone.

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

DEPARTMENT OF MOTOR VEHICLES TRANSCRIPT EVALUATION REQUIREMENTS

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 minimal period of (2) years. The organization should assure compliance with the authority having jurisdiction (AHJ).

Additionally, this individual would also be required to attend an approved driver-improvement program, or equivalent training, and be re-qualified to operate your organization's vehicles and POVs driven on behalf of the organization.

Class B Violation

An individual who has a combination of two (2) Class B moving violation convictions and/or at-fault crashes in a three (3) year period will be issued a warning letter from the organization.

An individual who has a combination of three (3) moving violation convictions and/or at-fault crashes in a three (3) year period will be issued a suspension of driving organization vehicles and POVs driven on behalf of the organization for a period of ninety (90) days.

An individual who has more than three (3) moving violation convictions or three (3) at-fault crashes 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 organization vehicles and POVs driven on behalf of the organization for a period of one (1) year.

Additionally, this individual would also be required to attend an approved driver-improvement program, or equivalent training, and be re-qualified to operate your organization's vehicles and POVs driven on behalf of the organization.

Note: Unusual circumstances with individual cases would be evaluated on a case-by-case basis.

Number of Violations * (Last 3 Years)	Number of At-Fault Collisions (Last 3 Years)			
	0	1	2	3
0	Acceptable	Acceptable	Warning	90 Day Suspension
1	Acceptable	Warning	90 Day Suspension	1 Year Suspension
2	Warning	90 Day Suspension	1 Year Suspension	1 Year Suspension
3	90 Day Suspension	1 Year Suspension	1 Year Suspension	1 Year Suspension
4	1 Year Suspension	1 Year Suspension	1 Year Suspension	1 Year Suspension
Any Major Violation	2 Year Suspension	2 Year Suspension	2 Year Suspension	2 Year Suspension

*A single incident may be considered both a collision and violation.