

## Motor Vehicle Record Guidelines

An acceptable driving record is one that does not include any of the following Major Violations:

**In the past three years:**

- ? Driving under the influence of alcohol or drugs (DUI, DWI)
- ? Homicide, manslaughter or assault arising out of the use of a vehicle
- ? Fleeing or eluding a police officer
- ? Chemical test refusal
- ? Leaving the scene of an accident
- ? Driving after suspension or revocation of license
- ? Three or more preventable accidents  
(All accidents will be considered preventable unless documented proof can be produced to show the employee was not at fault.)
- ? Passing a stopped school bus
- ? Reckless driving
- ? Careless driving
- ? Any other violation or incident determined by Risk Management to be a "major" violation

The chart below provides a guideline to determine acceptable driving records. Any major violation (as listed above) will automatically be considered "poor".

**Motor Vehicle Grading Criteria (last three years)**

Number of Minor Violations*	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any major violation	Poor	Poor	Poor	Poor

\*A **Minor Violation** is any violation that is not a Major Violation except for the following:

- ? Motor vehicle equipment, load or size requirement
- ? Improper/failure to display license plates
- ? Failure to have driver's license in possession (if valid license exists)

**Note:** An employee's eligibility to drive a County vehicle will be determined on a case-by-case basis utilizing the above criteria and other pertinent information as a guide.