

Selecting the right drivers and monitoring driving records are critical tasks for maintaining a safe fleet. According to the National Highway Traffic Safety Administration, over 5.7 million vehicle crashes are reported each year in the United States. Most of these accidents occur due to driver error. To help manage your risk, you should establish driver qualification criteria and regularly monitor your drivers as part of a fleet safety program. Do not entrust any employee with a vehicle—not even for a quick errand—until you know they have the necessary safe driving skills and behaviors.

Driver Qualification Criteria

When deciding whether an employee is qualified to drive a company vehicle, start by looking at their Motor Vehicle Record (MVR). An employee's driving history is a good indicator of their driving skills and behaviors. Other criteria include a valid and correct type of driver's license, a minimum two years of experience with the kind of vehicle they will be operating, and training specific to the type of vehicle and/or cargo.

Employees with any of the following violations on their MVR in the last five years should be disqualified from driving:

- Driving under the influence of drugs or alcohol
- Vehicular manslaughter
- Using a vehicle to commit a felony
- Hit and run/Leaving the scene of an accident
- Fleeing/Eluding police or resisting arrest
- Reckless driving
- Speeding more than 15 mph over limit
- Open container violations
- Operating vehicles with a suspended/revoked license
- Passing a stopped school bus
- Railroad crossing violation



Minor violations should also be evaluated in conjunction with any at-fault accidents when determining an employee's eligibility (see the matrix below). Examples of minor violations include:

- Speeding 15 mph or less over limit
- Failure to stop
- Following too closely
- Failure to yield
- Driving too fast for conditions
- Seatbelt violations
- Improper turn
- Texting/Phone use violation
- Seatbelt violation
- Unsafe lane change
- Illegal passing

Continued

Number of minor violations in last 3 years	Number of at-fault accidents in last 3 years			
	0	1	2	3
0	Eligible	Eligible	Borderline	Ineligible
1	Eligible	Eligible	Borderline	Ineligible
2	Eligible	Borderline	Ineligible	Ineligible
3	Borderline	Ineligible	Ineligible	Ineligible
4	Ineligible	Ineligible	Ineligible	Ineligible

Driver Training

Each new driver should be trained on your Fleet Safety Program. Provide ongoing training to all drivers on topics such as defensive driving, driver fatigue and distracted driving. Be sure to keep everyone up to date on any regulatory and policy changes.

For new drivers or existing drivers who will be driving a different type of vehicle, ride-alongs with an experienced, safe company driver are a good learning opportunity.

Disqualified drivers who become eligible again should be required to successfully complete a driver improvement class before being placed on your active driver list. The training should include remedial and behind-the-wheel training.

Driver List

Maintain a list of eligible and ineligible drivers based on your qualification criteria, including the following information:

- Driver name
- Driver license number
- Driver license type
- Endorsements
- Date of hire
- Date of last MVR check
- Date of driver training

Remember to include any employees that use their personal vehicle for company business. Recheck the records of all drivers at least annually, and more frequently for drivers at or near the eligibility borderline.

For Additional Information

EMC Insurance Companies:

www.emcins.com/losscontrol

- Safety by Topic—Fleet and Driver Safety
- Safety Program Templates—Fleet Safety Program (Non-DOT); (DOT)

National Highway Transportation Safety

Administration: www.nhtsa.gov

U.S. Dept. of Transportation—Federal Motor Carrier

Safety Administration: www.fmcsa.dot.gov

Occupational Safety & Health Administration:

www.osha.gov

- Guidelines for Employers to Reduce Motor Vehicle Crashes