

Town of Kernersville Safety and Health Policy and Procedure Manual	Motor Vehicles Records Policy Section 0110	Date 1/02	Revised 8/22
---	---	----------------------	-------------------------

I. Introduction

Operation of a Town vehicle is both a privilege and a responsibility. The purpose of this policy is to identify and monitor drivers who because of their driving practices, attitude, and/or driving history pose a risk to the Town, themselves and the general public. This policy applies to all Town employees who are required to possess a valid Driver's License, including employees who receive authorization from their department head to operate a vehicle (personal and/or Town issued) on Town business.

II. Motor Vehicle Records

The Safety Administrator will review employee's Motor Vehicle Records (MVRs) monthly to determine an employee's eligibility to operate a vehicle for Town business. If an employee's driving rating is at risk, the Safety Administrator will notify the employee's Supervisor in writing and include the employee's MVR or accident history.

III. Motor Vehicle Record Grading Criteria

All Town Employees who are authorized to operate a vehicle on Town business will be held to the grading criteria set forth in this policy. Employee's Motor Vehicle Records (MVRs) will be determined by a combination of NC Department of Motor Vehicle Records and work related preventable accidents.

MVR Grading Matrix (two year period)

Number of Violations	Number of work related preventable accidents			
	0	1	2	3
0	Clear	Acceptable	Acceptable	Poor
1	Acceptable	Acceptable	Poor	Unacceptable
2	Acceptable	Poor	Unacceptable	Unacceptable
3	Poor	Unacceptable	Unacceptable	Unacceptable
4	Unacceptable	Unacceptable	Unacceptable	Unacceptable

Note: 4 or more preventable accidents in the last two years with no violation will result in an "unacceptable" rating.

Town of Kernersville Safety and Health Policy and Procedure Manual	Motor Vehicles Records Policy Section 0110	Date 1/02	Revised 8/22
---	---	----------------------	-------------------------

IV. New Employee Qualifications

Any conditional employment offer made for a position with driving duties shall be contingent upon an MVR meeting the required minimum standards set forth in this policy. Motor Vehicle Records (MVR's) will be examined prior to the start of employment by the Safety Administrator. New driver's ratings will be based on the MVR matrix will not be hired with a "poor" or "unacceptable" rating. Individuals who do not meet the pre-employment requirements, will be presented to the HR Director as to why they are not eligible for hire. The HR Director will notify the hiring manager of the disqualification and documentation will be retained with the application.

V. Driver Qualifications

Driving records must remain "acceptable" or "clear," based on the MVR grading matrix for continued employment in positions with driving duties.

Preventable accidents that meet both of the following criteria, will be considered exceptions* and not counted against the employee's record.

- 1) The accident involves only the Town vehicle they are operating and/or occurs on Town property **and**
- 2) The accident results in less than \$100 damage (parts cost) to the vehicle or \$100 in repair cost to Town property (structures, etc.)

**Multiple accidents that fall into the above exception criteria will be reviewed on a case by case basis. Excessive violations will impact the Employee's MVR rating and appropriate disciplinary action will be recommended.*

VI. Employee Responsibilities

It is the employee's responsibility to inform their supervisor of any incidents that could potentially change their status as an employee who is authorized to operate a vehicle on Town business. Any employee who fails to report incidents that affect driving status will be removed from a driving position for a minimum of 30 days and will be subject to disciplinary actions up to and including dismissal. The following items must be reported as soon as possible after an incident and BEFORE operating a vehicle on Town business:

- Refusing to submit to any test of intoxication/impairment conducted by law enforcement officials.
- Suspension of a driver's license as a result of a moving violation or operation of a motor vehicle without a valid driver's license.
- Charge or conviction of driving while intoxicated (DWI) or under the influence (DUI) involving any drug or alcohol use.

Town of Kernersville Safety and Health Policy and Procedure Manual	Motor Vehicles Records Policy Section 0110	Date 1/02	Revised 8/22
---	---	----------------------	-------------------------

- Charge or conviction of failing to stop and report when involved in an accident.
- Charge or conviction of homicide or assault from the operation of a motor vehicle.
- Charge or conviction of reckless or dangerous driving.
- Attempting to elude a law enforcement official while operating a vehicle.

VII. MVR Minor vs. Major Violations

Minor Violations: Any minor violation other than a major except:	Major Violations
<ul style="list-style-type: none"> • Motor vehicle equipment, load or size requirement • Improper/failure to display license plates • Failure to sign or display registration • Failure to have driver's license in possession (if valid license exists) • Infraction involving improper equipment 	<ul style="list-style-type: none"> • DWI within the last 3 years • Failure to stop/report an accident • Reckless driving/speeding contest • Making a false accident report • Homicide, manslaughter or assault arising out of the use of a vehicle • Driving while license is suspended/revoked • Attempting to elude a police officer • Passing a stopped school bus

VIII. Employee MVR Grading Consequences

Prior to an employee reaching a "poor" rating, the employee's direct Supervisor(s) and/or the Department Head will meet with that employee to discuss the incidents that have occurred and discuss the consequences of a "poor" rating. Written acknowledgement of that meeting must be sent to the Safety Administrator by the Department Head or Supervisor within 48 hours. Employee MVRs who do not fall within the acceptable or clear categories will be subject to the following disciplinary actions:

1. Employees with driving records that fall into the category of "poor" will be suspended from work without pay for a minimum of 1 week¹, driving privileges will be suspended from the date of accident or conviction for 30 days, and the employee must complete or be enrolled in an approved (4 hour) Defensive Driving Course at the employee's time and expense within the 30 days the driving privileges are suspended.

¹ One-week suspension is equivalent to 1.92% of the total hours worked in a 12-month period.

Town of Kernersville Safety and Health Policy and Procedure Manual	Motor Vehicles Records Policy Section 0110	Date 1/02	Revised 8/22
---	---	----------------------	-------------------------

Proof of course completion must be received by the Safety Administrator before driving privileges are restored. See below for a list of approved Defensive Driving Courses.

Approved Defensive Driving Courses

Forsyth Technical Community College
Guilford Technical Community College
Town of Kernersville Sponsored courses

Additional institutions may be approved by submitting a request in writing to the Safety Administrator **before** enrolling.

2. Employees with a driving record that fall into the category of “unacceptable” will not be allowed to drive a vehicle for Town business until the rating has been upgraded to “acceptable”.
3. Employees charged with a major violation will not be allowed to operate a vehicle for Town business prior to resolution within the court system. Employees convicted of a major violation will be suspended from work without pay for a minimum of 2 weeks² and will not be able to operate a vehicle for Town business for a minimum of 12 months or until the rating has been upgraded to “acceptable”. Employees with more than one major violation on their driving record within the last three years shall not be allowed to drive a vehicle on Town business until only one major violation is present during the previous three years.

Employees, whose position requires a valid driver’s license and are not allowed to operate a motor vehicle due to a “poor” or “unacceptable” rating, may be subject to disciplinary actions up to and including dismissal.

Any exceptions to these guidelines must be referred to the Town Manager for written approval.

² Two weeks’ suspension is equivalent to 3.85% of the total hours worked in a 12-month period.