



## Driver/MVR Acceptability Policy

It is a Northwinds of Wyoming, Inc. policy and requirement for employment that every employee position with driving duties requires a motor vehicle record (MVR) meeting the grading requirements stated below. This MVR policy applies both to drivers of company owned vehicles, as well as employees using personal vehicles in the course of company business.

MVR's will be examined prior to the start of employment, and at least annually thereafter. Any job offer made to an employee-candidate for a position with driving duties shall be contingent upon a VMR meeting the required standards; continued employment in a position with driving duties, also requires an MVR meeting the standards outlined below.

All operators must have a valid driver's license for at least the last three years.

No new driver will be hired with a unacceptable MVR. MVR's will be graded based on the table below. Driving records must remain "acceptable", for continued employment in positions with driving duties.

Any exceptions to these guidelines must be referred to the upper management for approval. The auto insurance carrier will be consulted on any/all MVR's not meeting the acceptable criteria.

The standards for motor vehicle records are as follows:

### Types of Violations:

Type A – DWI, DUI, refusing substance test, open container, drug charges, reckless driving, racing, hit and run, vehicular homicide, leaving scene of accident, fleeing or eluding, driving under suspension/revocation, speeding at 25 MPH or more over limit.

Type B – Moving violations such as speeding, improper lane change, failure to yield, careless driving, accidents.

Type C – Typically non-moving violations such as parking tickets, financial responsibility, seat belt, defective equipment or load.

### Driver Analysis Criteria:

- Any Type A violation in last 60 months – unacceptable
- If 25 or younger with 2 or more Type B violations in the last 36 months – unacceptable
- If 26 and older with 3 or more Type B violations in the last 36 months – unacceptable
- Any driver 21 or younger regardless of driving record – underwriting judgment

## Annual Motor Vehicle Record Screening

Northwinds of Wyoming, Inc. shall request motor vehicle records (MVR's) at least annually for every employee who has driving duties. The purpose of this investigation is to ensure that all designated drivers who enjoy driving privileges while employee by Northwinds of Wyoming, Inc., maintains an "acceptable" driving record.

If a motor vehicle record is not acceptable, the Northwinds of Wyoming, Inc reserves the right to place the employee on probation for a period of time and/or, revoke driving duties until the employee's motor vehicle record qualifies as "acceptable", and/or terminate the employee if job duties include driving duties. Upon request by the employee, the employee shall receive a copy of their individual MVR after each MVR review.