HUMAN RESOURCES · TALENT ACQUISITION

BACKGROUND CHECK · DRIVING ELIGIBILITY

Motor Vehicle Record (MVR) Reference Sheet

Each driving-eligible candidate's Motor Vehicle Record is reviewed and classified into one of three categories. Use this sheet to determine the **status** and the **action required** for any record reviewed within the past three years.

01 MVR Status Categories

A Acceptable MVR — NO ACTION

INCLUDES

- Zero to no more than **one at-fault accident** (excluding a major moving violation) and/or
- **One minor driving violation** within the past three years

ACTION REQUIRED

- No further action is required.

B Conditional MVR — SELF-REPORT

INCLUDES — ANY OF

- No more than **two at-fault accidents**; or
- **Two minor moving violations** within the past three years (excluding major moving violations)

ACTION REQUIRED

- May continue operating a **State-Owned Vehicle (SOV)**.
- Must self-report any moving violations to:
  - Their supervisor; and
  - The Office of Risk Management (ORM).

C Restricted MVR — OFFER RESCINDED

INCLUDES — ANY OF, WITHIN PAST 3 YEARS

- **Three or more** at-fault accidents; or
- **Three or more** minor moving violations; or
- A conviction for a **major moving violation**; or
- A **suspended or revoked** driver's license

ACTION REQUIRED

- **Human Resources** provides the new hire with the MVR results and rescinds the offer.

Note: Restrictions remain in effect for three years from the conviction date of the violation, and may be extended if additional moving violations occur during the restriction period.

MVR = MOTOR VEHICLE RECORD · ORM = OFFICE OF RISK MANAGEMENT · SOV = STATE-OWNED VEHICLE

02 MVR Grading Grid

NUMBER OF VIOLATIONS	NUMBER OF AT-FAULT ACCIDENTS: 0 Accidents	1 Accident	2 Accidents	3+ Accidents
0 Violations	Acceptable	Acceptable	Conditional	Restricted
1 Violation	Acceptable	Acceptable	Conditional	Restricted
2 Violations	Conditional	Conditional	Conditional	Restricted
3+ Violations	Restricted	Restricted	Restricted	Restricted
Major Violations	Restricted	Restricted	Restricted	Restricted

Acceptable — no action required Conditional — self-report required Restricted — offer rescinded

03 Examples of Major Violations

- Leaving the scene of an accident
- Driving under the influence of drugs or alcohol
- Racing or excessive speeding (20+ MPH over the speed limit)
- Reckless driving, homicide, or manslaughter involving a motor vehicle
- License suspension or revocation resulting from accidents or moving violations
- Attempting to elude a police officer