

# Driver Management Policy

## Introduction

Proper selection and training of new employees is a key element in any safety program, but it is especially important when selecting new drivers. The following procedures will be followed in the selection of new drivers. Likewise, this policy shall apply to maintenance personnel whose job descriptions require a Commercial Drivers License (CDL).

## Minimum Qualifications

The following are minimum qualifications for employment as a driver:

- Prefer High School diploma or GED equivalent;
- US Citizen or permanent Visa;
- Prefer applicants to be at least 25 years of age
- Must have vehicle driver's license for at least 5 years;
- Must have acceptable driving record (Motor Vehicle Record or MVR)
- Prefer at least 2 years of experience driving with a Class "A" OR "B" CDL license.
- Must be physically capable to perform the essential job functions;
- Must have no conviction of a felony;
- Must comply with all other applicable qualifications for employment established by the Authority.
- Must maintain a CDL License

## Hiring Procedures

The Authority will perform the following procedures when hiring drivers:

### *Pre-Offer/Pre-Employment*

- The Authority may choose to advertise/post open positions describing essential job functions, physical requirements and minimum qualifications
- Screen respondents using walk-in/telephone structured interview
- All applicants must completely fill-out application form and authorizations
- "Select Advantage or Step One Survey" to be completed by all potential candidates prior to interview.
- Motor Vehicle Driver's Certification of Violation Form must be completed
- A thorough formal interview of each candidate will be conducted by the interview team, consisting of the Director of Transportation, Director of Maintenance and a Transportation Supervisor.
- Experience reference checks of previous employers for at least the past 3 years will be conducted;
- Checks for positive drug tests for at least the past three years from previous employers must be performed (if CDL drivers);

- Background checks must be performed including Act 34 (criminal record check) and Act 151 (child abuse history);
- First Contact HR Clearance;
- Obtain and review Motor Vehicle Record (MVR) of applicant. Applicant WILL not be considered for employment if the MVR contains:
  - 2 or more moving violations in last 3 years;
  - More than 1 at-fault accident in last 3 years;
  - Prefer no DUI/DWI conviction .in the last 10 years.

*Post-Offer/Pre-Employment*

- Required medical qualification through a DOT approved physician or other appropriate physical exam.
- Required pre-employment drug test
- Pre-employment functional capacity test

*Post-Offer/Post-Employment*

- Prepare driver qualification file for CDL drivers containing:
  - Application;
  - Complete Motor Vehicle Driver's Certification of Violations form (if not part of application);
  - Evidence of employment reference checks;
  - Evidence of positive drug test checks;
  - Copy of MVR reviewed for hire;
  - Copy of medical qualification card or physical exam;
  - Copy of CDL (if applicable);
  - Review all applicable employment, job-specific and safety policies and procedures with employee. Obtain evidence of review and understanding of policies and procedures from employee.

AMTRAN has an extensive training program for all operators which includes but is not limited to providing the initial minimum training as follows

- Pre-trip/post-trip inspection procedures;
- Basic defensive driving;
- Accident procedures;
- Employee safety (PPE, Hazard Communication, etc.);
- Drug/alcohol effects and consequences;
- Specific equipment use training;
- Passenger Assistance and Relations (including Special Needs Passengers)

**Driver Retention**

The following procedures will be used to insure appropriate and safe behavior by drivers:

- Annual review of MVR.
- Annual recertification/qualification-On Board Evaluations;
- Annual CDL review;
- Driver participation in random, reasonable suspicion, and post-accident drug/alcohol testing program with disciplinary consequences. (See AMTRAN Substance Abuse Policy.)

**AUTHORITY  
NON-COMMERCIAL VEHICLE DRIVER POLICY**

**Motor Vehicle Record (MVR) Policy**

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

**New Hires**

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 an MVR meeting the required standards; continued employment in a position with driving duties, also requires an MVR meeting the standards outlined below.

The standards for motor vehicle records are as follows:

- Prefer all operators have a valid driver's license for at least 5 years.
- Any employee who will use their personal vehicle for Authority business must provide the Authority a Certificate of Insurance naming the Authority as an additional insured. Minimum acceptable limits of coverage for liability are \$100,000/\$300,000 per occurrence.
- Driving records must remain "acceptable" or "clear", as graded on the table below, for continued employment in positions with driving duties.
- Any exceptions to these guidelines must be referred to senior management for approval in writing. The auto insurance carrier will be consulted on any/all MVR's not meeting the minimum criteria.

**Definitions**

- Any major violation is a "poor" MVR.
- "Clear" MVR - no points or violations.
- "Acceptable" MVR - one at-fault accident and two moving violations in last three years, or less.
- "Borderline" MVR - zero at-fault accidents and three violations, or two at-fault accidents and one violation in last three years.
- "Poor" MVR - one or more major violations; or, one at-fault accident and four or more violations; or, two at-fault accidents and three or more violations; or, three or more at-fault accidents in the last three years.
- "At-Fault Accident" - Any accident where driver is cited with a violation, or negligently contributes to the incident, or any single vehicle accident where the cause is not related to equipment or conditions if the driver has not been cited.

**Major Violations:**

- Driving under the influence of alcohol or drugs.
- Driving while impaired.

- Failure to stop/report an accident.
- Reckless or careless driving.
- Making a false accident report.
- Homicide, manslaughter or assault arising out of the use of a vehicle.
- Driving while license is suspended or revoked.
- Attempting to elude a police officer.
- Not stopping at the scene of an accident in which you are involved.

**Minor Violations:** Any moving violation other than a major, except

- Motor vehicle equipment, load or size requirement.
- Improper/failure to display license plates (if they exist).
- Failure to sign or display registration.
- Failure to have driver's license in possession (if valid license exists).
- Any parking or standing violation.

### **Annual Motor Vehicle Record Screening**

The Authority 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 drive as part of their duties while employed by the Authority maintain an acceptable driving record.

An acceptable driving record is defined as a driving record that would qualify an applicant for employment at the Authority (i.e., clear or acceptable). If a motor vehicle record is not acceptable, the Authority reserves the right to place the employee on probation for a period of time, and/or revoke driving duties until the employee's MVR qualifies as acceptable, and/or terminate the employee's job. Upon request by the employee, the employee shall receive a copy of their individual MVR after each MVR review.

Employees who driver their own vehicles for Authority business will be requested to submit Certificates of Insurance upon each renewal of the policy. Failure to do so or any lapse in liability coverage may result in suspension or termination.

### **Training**

All employees who drive non-commercial vehicles for Authority business will receive training for defensive driving skills and situations from the Authority on a regular basis.

Any employee who is convicted of a moving violation or involved in an at-fault accident will receive training to refresh their driving skills and abilities.

### **Rules of the Road**

#### General

- Authority-owned/leased vehicles are to be used for Authority business only.
- Only Authorized employees may drive a vehicle for Authority purposes.
- All drivers must abide by all federal, state and local motor vehicle regulations, laws and ordinances.

### Pre-trip

- Prior to starting a vehicle, drivers must inspect the vehicle exterior and the area around the vehicle. This includes checking tires, leaks, body condition and clearances to other vehicles and objects. Any defects or concerns should be reported immediately.
- Drivers must ensure that all required documents (e.g., registration, insurance card, accident report form) are in the vehicle.

### On the Road

- A driver may not operate a vehicle at any time where his/her ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
- No driver may have or permit possession of alcohol or illegal drugs in a vehicle being used for business purposes.
- Drivers are responsible for ensuring that all doors are locked while vehicle is in motion.
- Drivers must ensure that the vehicle's headlights are on at all times.
- Only approved passengers with a defined business relationship are permitted in the vehicle during the course of business use.
- Drivers shall not use a radar detector, laser detector or similar device.
- Drivers shall not push or pull another vehicle or tow a trailer without authorization.
- Drivers shall not transport flammable liquids and gases unless a DOT- or UL approved container is used, and then only in limited quantities and only when necessary.
- Drivers shall not transport or use ignitable or burning flares. Use of reflective triangles is preferred.

### Post-Trip

- All accidents, vehicle problems or defects must be reported immediately to the driver's immediate supervisor; this involves completing and forwarding all required forms.
- Drivers must notify their supervisor of any tickets, accidents or other violations received while driving. Notification must be as soon as reasonably possible, but no later than the employee's next scheduled driving duty.

May 2016