



# Automobile Driving Record Worksheet

Organization Name \_\_\_\_\_ Date Completed \_\_\_\_\_

Driving records for all drivers should be checked as part of the hiring process and on an annual basis thereafter to a written non-discriminating organizational policy. Please provide the following information regarding driver experience.

1. Person responsible for managing driving records:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

2. Total number of power units: \_\_\_\_\_
3. Total number of drivers: \_\_\_\_\_
4. Total number of MVRs ordered: \_\_\_\_\_
5. Number of drivers with type "A" violations (3 years): \_\_\_\_\_
6. Numbers of drivers with three or more type "B" violations (3 years): \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

TYPE "A" VIOLATIONS - MAJOR VIOLATION	TYPE "B" VIOLATIONS
<ul style="list-style-type: none"> <li>• DUI, DWI, OUI, OWI</li> <li>• Refusing a substance test</li> <li>• Driving with an open container of alcohol</li> <li>• Reckless driving</li> <li>• Hit and run</li> <li>• Fleeing a police officer</li> <li>• Racing</li> <li>• Driving while license is revoked or suspended</li> <li>• Manslaughter - by motor vehicle</li> <li>• Felony - death by motor vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Speeding</li> <li>• Improper lane change</li> <li>• Failure to yield</li> <li>• Failure to obey a traffic signal</li> <li>• Failure to obey a sign</li> <li>• License suspension</li> <li>• At fault accident</li> </ul>

**Eligible drivers must:**

1. Be at least 18 years old
2. Have an acceptable driving record
3. Have a valid license
4. Be familiar with the vehicles to be used or given instruction prior to driving your vehicles
5. Have a recent criminal background check on file