

**JO DAVIESS COUNTY, ILLINOIS**  
**AUTHORIZED DRIVERS AND MOTOR VEHICLE**  
**RECORD (MVR) CHECK POLICY AND PROCEDURE**

Introduction

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles or personal vehicles on company business and their passengers.

Policy Statements

- All drivers must be authorized to drive for work purposes.
- Jo Daviess County vehicles are not to be used for personal or non-work related purposes.
- Jo Daviess County reserves the right to review both the Drivers License and MVR of all authorized drivers at any time.
- MVR's will be run for authorized drivers a minimum of annually.
- For positions which require driving as an essential function, applicants will receive a conditional offer of employment, contingent upon the results of the MVR.

Requirements to Become an Authorized Driver

- Must be a current employee or contracted individual.
- Must complete the Employee Authorization for MVR Review (attached.)
- Must present and maintain a favorable MVR (see attached for guidelines.)
- Must provide a current copy of a valid Driver's License for the type of vehicle to be driven.

Driver Responsibilities

- It is the driver's responsibility to operate the vehicle in a safe manner to prevent injuries and property damage.
- Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving. All CDL drivers must comply with all applicable D.O.T. regulations, including successful completion on medical, drug, and alcohol evaluations.
- All drivers and passengers must wear seat belts.
- All accidents, regardless of severity, must be reported to the police and to the employee's direct supervisor. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including termination.
- Authorized drivers are prohibited from text messaging and emailing while driving. Phone use is also prohibited, unless a hands free device is used.
- It is the responsibility of all authorized drivers to report the loss, bond issuance, suspension and/or revocation of his/her Drivers License immediately to the employee's direct supervisor.
- All traffic violations (including parking tickets), citations and fines incurred when driving for work purposes are the sole responsibility of the authorized driver.

## P2010-3

- Driving for work purposes while under the influence of intoxicants or other illicit drugs is forbidden and is sufficient cause for discipline, including termination.
- Authorized drivers must inform their direct supervisor if taking any medications that may affect their ability to safely operate an automobile.
- Drivers are responsible for the security of vehicles being used by them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.

### Questionable MVR's

#### **One serious violation during the past three years. Serious violations are:**

- Reckless or negligent driving
- Driving while impaired by or under the influence of alcohol or drugs
- Homicide, negligent homicide, or involuntary manslaughter by vehicle
- Fleeing or attempting to elude police officers
- Driving without a license or while license is suspended or revoked
- Hit and run or failure to stop after an accident
- Using a motor vehicle for the commission of a felony
- Operating a motor vehicle without the owners authority (theft)

#### **Two of the following occurrences during the past three years:**

- Major speeding (20 or more MPH over limit)
- "At fault" accident

#### **Three of the following occurrences during the past three years:**

- Speeding (less than 20 MPH over limit)
- Any moving violation
- Not "at fault" accident

Any questionable MVR will be reviewed by the Department Head and may result in suspension or termination of driving privileges.

### Unacceptable MVR's

An MVR is considered unacceptable when:

- two "questionable" criteria apply and/or
- any of the "questionable" criteria are exceeded

If an unacceptable MVR is received it will be reviewed by the Department Head. Appropriate actions may be taken, up to and including rescinding the offer of employment, or termination of current employment.

**Employee Authorization for MVR Review**

I acknowledge that the information contained in the Jo Daviess County Authorized Drivers and Motor Vehicle Record Check Policy and Procedure (MVR policy) has been reviewed with me, and a copy of the policy has been furnished to me. As a driver of a Jo Daviess County vehicle or a private vehicle on Jo Daviess County business I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I also understand that my employer will periodically review my Motor Vehicle Record to determine continued eligibility. In accordance with the law, I have been informed that a MVR will be periodically obtained on me for continued qualification and employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer or its designated agent to obtain a MVR report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date