



### Driver Selection

Driver selection is one of the most important things you can do to prevent vehicle accidents. The following guideline will help you with this process.

#### Who drives for your company?

The first thing you have to know to control driver selection is just who is driving on behalf of the company. Most companies have drivers that fall into several of the following categories:

- Non-employees operating company vehicles.
- Drivers of vehicles owned or leased by the company.
- Drivers of commercial vehicles owned by the company.
- Drivers with a Commercial Drivers License.
- Employees driving their own vehicle for company business.

Some of the selection procedures that we recommend will be the same for all drivers and some will be specific to the type of vehicle or license. After identifying the type or types of drivers you have, move on to the appropriate steps below.

#### For all drivers:

- Verify that they have a current, valid driver's license.
- Determine that the license is valid for the type of vehicle they will be operating.
- Compare their Motor Vehicle Record (MVR) to acceptability criteria before they drive and again on an annual basis. Where possible, you should request a five-year MVR.

#### For Drivers of non-commercial vehicles owned by the company – Add these steps to the steps above:

- Have each driver fill out an application, which details their driving experience, license number and

expiration date, employers over the past three years and any traffic violations or accidents during the past three years.

- Check references by verifying dates of employment, reasons for leaving, job duties, type of vehicle driven and previous employee feedback.
- Conduct a substance (drug) test (optional).

#### For Drivers of commercial vehicles owned by the company that do not require a CDL (Vehicles over 10,001Lb Gross Vehicle Weight but under 26,000Lb Gross Vehicle Weight) – Add these steps to the steps above:

- Conduct a Department of Transportation (DOT) physical examination.
- Create a driver qualification file for each driver that complies with DOT.
- Substance (drug) test optional.

#### Drivers with a Commercial Drivers License (CDL) – Add these steps to the steps above:

- Conduct a drug test for each driver, following DOT regulations (per hire, random, post accident and suspension).

#### For employees using their own vehicles for company business:

- Verify that they have a current, valid driver's license.
- Determine that the license is valid for the type of vehicle they will be operating.
- Compare their Motor Vehicle Record (MVR) to acceptability criteria before they drive and again on an annual basis. Where possible, you should request a five-year MVR.



- Require that people driving their personal vehicle for company business provide proof of insurance.
  - CNA suggests a minimum of \$300,000 combined single limits.
  - For employees who regularly drive on company business, require that the company be named as an additional insured on their personal auto policy.
- Regularly inspect the vehicle to assure it is properly maintained and safe to operate.
- Training should be given to non-owned vehicle drivers.

**CNA Recommended MVR Guidelines**

1. Anyone with a Type ‘A’ driving violation in the last five years is unacceptable.
2. Anyone with three or more Type ‘B’ violations or two or more at-fault accidents in a three-year period in unacceptable.

Anyone with two moving Type ‘B’ violations or one driving accident in the last three-year period will be put on warning from a company monitoring standpoint. MVRs will be required to be reviewed more frequently.

In addition to the initial MVR check, all employees who routinely drive (4 or more times a month) on company business should have their MVR screened at least once every 12 months to ensure their driving record remains acceptable.

Type ‘A’ Violations	Type ‘B’ Violations
<ul style="list-style-type: none"> <li>• Driving under influence of alcohol or drugs</li> <li>• Refusing to take a substance test</li> <li>• Driving with an open container (alcohol)</li> <li>• Reckless driving</li> <li>• Hit and run</li> <li>• Fleeing or evading police or roadblock</li> <li>• Resisting arrest</li> <li>• Racing/speed contest</li> <li>• Driving with license suspended or revoked</li> <li>• Vehicular assault</li> <li>• Homicide or manslaughter or using vehicle in connection with a felony</li> <li>• Careless driving</li> </ul>	<p>Moving violations that include:</p> <ul style="list-style-type: none"> <li>• Speeding</li> <li>• Improper lane change</li> <li>• Failure to yield</li> <li>• Failure to obey traffic signal or sign</li> <li>• Accidents</li> <li>• Having a license suspended in the past related to moving violations</li> </ul>

An annual review of every driver’s motor vehicle record (MVR) is not necessary if:

1. The drivers are licensed in a state that supports a Driver Violation Notification (DVN) program
2. The driver does not have a CDL.
3. The account has reviewed the MVRs on all drivers since the DVN program started in their state and the account participates in the DVN program
4. The account is reviewing MVRs on new employees before they drive
5. New drivers are added to the account’s DVN program

**Source**

Federal Motor Carrier Safety Administration Regulations: 19 CFR Part 390.5. 1 March 2010  
<http://www.fmcsa.dot.gov/>

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