

Information Bulletin

NUMBER 24

Driver Selection Criteria

One of the most critical decisions that a company makes is the selection of a driver. Your drivers are a visual representation of your company to all who observe your company vehicles on the public roadways. When selecting drivers, it is important to be mindful that the degree of screening you administer directly impacts your potential liability when a vehicle accident occurs. Drivers with poor driving records, poor driving habits, or improper licensing increase your liability when claims result from these employees operating one of your company vehicles. Your driver selection criteria should include the following considerations.

- *Verify the driver's Motor Vehicle Record (MVR).* Before allowing any new employee to begin their driving duties, an MVR should be secured to verify that their driving record meets your driver authorization standards. An MVR policy must be established to support your driver selection criteria.
- *Establish and verify minimum driving experience.* Since your operations may include a variety of vehicle types, each potential driver should meet established guidelines with regards to driving experience for the type of vehicle to which they will be assigned. You would not want a driver with 3 years experience in private passenger vehicles driving larger capacity delivery trucks.
- *Verify that potential drivers have appropriate licensing.* Regulations may vary from state to state regarding a

potential driver's ability to legally operate your vehicles. It is important that you verify that the potential driver has the correct license and/or endorsements for your vehicle.

- *Verify driving habits and abilities.*

Where applicable, supervised road driving tests should be administered. This will provide you with an indication of the driver's actual abilities to handle your vehicles as well as to demonstrate their overall driving habits. It will alert you to drivers with driving habits that could result in higher maintenance costs such as riding the clutch or brake.

To effectively administer your driver hiring, a written policy should be developed to meet your specific operations and fleet needs. In addition, another key component that would support your driver selection policy would be a policy that details your Motor Vehicle Record requirements.

Our supplemental Information Bulletin, *Motor Vehicle Record Program*, should be reviewed to assist you with developing your specific criteria. These criteria will be used to screen all potential drivers and/or applicants prior to allowing them to drive a company vehicle based on their actual driving record.