

## Motor Vehicle Record (MVR) Checking Procedure

The Institution's Driver Safety and Motor Vehicle Use Procedure dictates that all who drive WHOI vehicles must have a valid driver's license and an acceptable driving record in accordance with MVR criteria outlined in that procedure.

MVR's of drivers whose job description includes use of WHOI vehicles will be checked at the time of employment and every six months. All other drivers are subject to being part of a random sample that will be checked annually.

MVR checks will be evaluated by a committee composed of the Risk Management Coordinator, Distribution Manager and a representative from HR who will determine the acceptability of a driver's MVR.

Minor Moving Violations (Past 1 year)	At fault accidents (past 3 years)			
	0	1	2	3+
0	CLEAR	ACCEPTABLE	ACCEPTABLE	BORDERLINE
1	ACCEPTABLE	ACCEPTABLE	BORDERLINE	BORDERLINE
2	ACCEPTABLE	ACCEPTABLE	BORDERLINE	BORDERLINE
3	BORDERLINE	BORDERLINE	NO DRIVING	NO DRIVING
4+	BORDERLINE	NO DRIVING	NO DRIVING	NO DRIVING
Any Major Violations (Past 1 year)	BORDERLINE	NO DRIVING	NO DRIVING	NO DRIVING
Suspension or Revocation of Driver's License	NO DRIVING	NO DRIVING	NO DRIVING	NO DRIVING

Prospective employees being considered for positions that require driving must have an MVR that is CLEAR or ACCEPTABLE to be hired. Current employees who drive WHOI vehicles for any reason must have an MVR that is CLEAR, ACCEPTABLE or BORDERLINE. Those with a BORDERLINE MVR will be required to take additional training. Those with a NO DRIVING MVR will have their driving privileges suspended or restricted and will be required to take additional training.

Those under 21 whose job description includes use of WHOI vehicles and for whom an exception has been made so they can be a driver must have a CLEAR MVR to remain approved as a driver.