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CITY OF FOREST ACRES

Motor Vehicle Records Policy

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Approval:  Date: 7/28/15
City Administrator

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Motor Vehicle Records Policy

I. Policy

It has been recommended by the city's insurance provider that the City of Forest Acres conduct an annual check of driver's license records of all employees who operate a city vehicle as part of their job duties (including those using their personal vehicle for city business).

Therefore, it shall be city policy that all employees driving a city vehicle or using personal vehicles for city business shall have a valid South Carolina driver's license issued for the class of vehicle being operated and that this information will be verified prior to employment and annually thereafter by a motor vehicle record (MVR) check through the S.C. Department of Motor Vehicles (DMV).

The standards for MVRs are as follows:

1. All operators must have had a valid driver's license for at least three years.
2. No new driver will be hired with a "borderline" or "poor" MVR. MVRs will be graded based on the table below as minimum requirements.
3. Driving records must remain "acceptable" or "clear" as graded on the table below for continued employment in positions with driving duties.

Any exceptions to these guidelines must be referred to the City Administrator for approval.

Violations	Number of At-Fault Accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Borderline	Poor	Poor
2	Acceptable	Poor	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major Violation	Poor	Poor	Poor	Poor

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Motor Vehicle Grading Criteria (Last Three Years)

For the purposes of grading, “major violations” shall include:

- Driving under the influence of alcohol or drugs
- Failure to stop / report an accident
- Reckless driving / speeding contest
- Driving while impaired
- Making a false incident report
- Homicide, manslaughter or assault arising out of use of a vehicle
- Driving while license is suspended / expired / revoked
- Careless driving
- Attempting to elude a police officer