



**SAN MIGUEL AUTHORITY  
FOR REGIONAL  
TRANSPORTATION**

## **Attachment 1**

### **San Miguel Authority for Regional Transportation (SMART)**

#### **Motor Vehicle Records Review Policy**

**Effective Date:** January 18, 2018

#### **I. Purpose:**

The purpose of this policy is to establish procedures and standards for the review of volunteer drivers or employees who drive motor vehicles on SMART business or on behalf of SMART.

#### **II. Responsibilities:**

The SMART Executive Director shall administer this policy.

#### **III. Prospective Employees and Volunteer Drivers:**

Each prospective employee or volunteer driver must have a valid Colorado driver's license of the appropriate type, if one is required for the position. Each such prospective employee or volunteer driver must agree to SMART checking the individual's Motor Vehicle Record (MVR).

The SMART Executive Director shall evaluate the prospective employee's or volunteer driver's MVR prior to hiring or enlisting as a volunteer driver. No employee shall be hired into a position requiring a driver's license unless the person's MVR meets the criteria listed in Section V below.

#### **IV. Current Employees and Volunteer Drivers:**

Each current employee and volunteer driver must have a valid Colorado driver's license of the appropriate type if one is required for the position. SMART will obtain at least annually at SMART's expense a copy of the MVR for each such employee or volunteer driver.

MVRs for current employees and volunteer drivers may also be requested and reviewed in the following situations:

- After an on-the-job or while driving a SMART vehicle collision determined to be preventable by the SMART Executive Director.
- If a complaint is received regarding the employee's or volunteer driver's driving while on entity business or operating SMART vehicles.
- If an employee transfers to a position requiring a valid Colorado driver's license (or into a

position requiring a different type of driver's license than required for the current position).

## **V. Evaluating MVRs and Driving Records:**

The following criteria will be used when evaluating MVR's and driving records.

**Clear MVR** – No minor convictions or preventable collisions in the last 3 years and no major violations/convictions in the last 5 years.

### **Acceptable MVR** –

- No major violations/convictions in the last 5 years; OR
- 2 minor convictions in the last 3 years; OR
- 1 preventable collision and 1 minor conviction in the last 3 years.

### **Marginal MVR** –

- 3 minor violations/convictions in the last 3 years; OR
- 2 preventable collisions in the last 3 years; OR
- Any combination of minor convictions and preventable collisions totaling 3 in the last 3 years.

### **Unacceptable MVR** –

- 1 or more major violations/convictions in the last 3 years; OR
- 4 or more minor convictions in the last 3 years; OR
- 3 or more preventable collisions in the last 3 years; OR
- Any combination of minor convictions and preventable collisions totaling 4 or more in the last 3 years.

Major and minor convictions are listed below.

#### **Major Violations/Convictions include, but are not limited to the following:**

Driving under the influence of alcohol or drugs (DUI) or while ability is impaired (DWAI)  
Reckless driving  
Racing/speed contests  
Speeding 20 mph or more over the posted speed limit  
Leaving the scene of an accident  
Failure to report an accident  
Making a false accident report  
Vehicular homicide or manslaughter  
Attempting to elude a police officer  
Driving while license is suspended, revoked or restricted  
Driving an entity vehicle that has been locked/tagged out

#### **Minor Convictions include, but are not limited to the following:**

Speeding less than 20 mph over the posted speed limit  
Running a stop sign or red light  
Improper turn  
Passing across a double yellow line  
Failure to yield  
Following too close

Failure to wear a seatbelt  
Careless driving  
Failure to possess a valid Colorado driver's license  
Failure to provide proof of insurance if operating their personal vehicle  
Motor vehicle equipment violations  
Operating a defective or unsafe vehicle  
Failure to stop for a school bus with its red flashers activated

#### **VI. Corrective Action for Marginal and Unacceptable Driving Records:**

- When an employee's or volunteer driver's MVR falls into the unacceptable category, corrective action up to and including termination of employment or removal of volunteer driving duties will be taken.
- When an employee's or volunteer driver's MVR falls into the marginal category, corrective action, including but not limited to the following, will be taken:
  - Attending a defensive driver training program.
  - Participating in a documented ride-along evaluation.
  - Other actions as deemed appropriate.

#### **VIII. Driver's License Suspensions, Revocations or Restrictions:**

It is the employee's or volunteer driver's responsibility to notify the supervisor immediately if the employee's driver's license is suspended, revoked or restricted for any reason. Failure to do so may be grounds for corrective action, up to and including termination of employment or loss of volunteer driver status.

