

Non-CMV Driver Requirements

This Best Practice applies to anyone operating a company vehicle or personal vehicle in the course and scope of employment.
(Excluding Executives and employees using a personal vehicle to conduct tire runs)



**CRITICAL TO
SAFETY**

Driver Requirements

- Must be at least 21 years of age.
- Must have an active driver's license.
- Driving record must meet minimum requirements outlined in the [Driver Acceptability Matrix](#).
- Must have at least 12 months of driving experience.
- Must complete and pass a DOT physical and drug screening.

Must Be Completed Prior to Operating a Vehicle

- **Motor Vehicle Record Review** - Employee must submit their driver's license information to Safety so their motor vehicle record can be pulled.
 - Any violations on the employee's driving record will be scored using a [Driver Acceptability Matrix](#). If an event or combination of events fall outside the acceptability matrix criteria, the employee will be ineligible to drive until the violation(s) have cleared.
- **DOT Physical and Drug Screening** – Employee must complete and pass a DOT physical to identify any health conditions that would prevent the driver from safely operating a company vehicle.
- **Driving Skills Assessment** - After obtaining an acceptable MVR, the employee will be assigned a driving skill assessment course to gauge the employee's understanding of basic safe driving skills. Additional training will be assigned, based on the results of the driver assessment. All training must be complete prior to operating a company vehicle.
- **Road Test** - Employee will complete and pass a [road test](#) with their manager.

Ongoing Driver Monitoring and Training

- Driving records will be actively monitored for violations and collisions, including those that occur outside of work in a personal vehicle. Violations and/or preventable collisions may impact driving privileges. The company retains the right to revoke driving privileges at any time.
- All moving violations and collisions must be reported to management within 48 hours.
- Driver safety related training will be regularly assigned and must be completed by the due date.
- Driving performance may be actively monitored using an in-cab camera to monitor the following:
 - Speeding
 - Distracted Driving
 - Crashes
 - Harsh Driving
 - Policy Violations
 - Collision Risk
 - Traffic Signs and Signals