

Driver screening and review practices

You work hard to build and maintain your business. That's why it's important to ensure you're protected from all potential losses – especially when they're avoidable.



Establishing and following proper driver screening procedures and having a sound driver policy can help ensure you're hiring the most qualified drivers to:

- ✓ Protect the safety of fellow employees, other drivers, the public and themselves
- ✓ Maintain good relationships with your customers
- ✓ Protect and enhance your company's public image
- ✓ Maximize your company's investment in its vehicles, equipment and any goods being delivered
- ✓ Reduce collision losses

Checking new hire driving records

The first step in the hiring process is to check a potential driver's licence and records, using a Motor Vehicle Record (MVR).

MVRs should be reviewed for all drivers, including any who may operate customers' vehicles (e.g. if your operation is a garage).

MVRs should also be checked if the driver will only occasionally use a company or customer vehicle.

Ordering and reviewing MVRs is considered an important risk management task and should not be left for your insurance company to do on your behalf.

Although insurers may verify the driving history of any driver they are being asked to insure, no driver should be allowed to start working for a company until his or her driving record and licence status has been verified and deemed acceptable based on the responsibilities they'll be handling.

Driver screening checklist

When reviewing a potential employee's MVR, look for signs of high-risk driving behaviours and other issues such as:

- ✓ Serious, criminal code or major convictions which include but not limited to:
 - operating a vehicle while impaired by alcohol or drugs
 - refusing to submit to a breath or blood test
 - dangerous operation of a vehicle
 - driving while licence is suspended
 - failing to stop at the scene of a collision
 - failing to stop for a police officer
 - speeding in excess of 50 km/h over the speed limit
 - careless driving
- ✓ Multiple minor convictions
 - following too close
 - unsafe move
 - speeding
- ✓ A suspended or expired drivers licence
- ✓ Appropriate class of drivers licence for the type of vehicle(s) being operated

Establishing a driver policy

Companies should create and maintain a well-documented driver policy which includes an annual review of all drivers' MVRs, to ensure:

- ✓ licences are still valid
- ✓ the employee hasn't withheld information about any driving convictions or licence suspension during the interim

Your driver policy should also require that approved drivers notify the company of any change in their licence status.

Employees should review and sign a copy of the policy annually to confirm they are in compliance and provide a photocopy of their valid driver's licence with the expiry date.

Consequences of a poor driving record

Serious criminal code or major convictions should result in a decision not to hire or to remove an existing employee driver from the position.*

Multiple minor convictions also indicate high-risk driving behavior. Drivers with this kind of record should not be hired for driving positions. Drivers already employed should be reviewed during a performance discussion, to determine whether he or she will be retained in a driving position.

These potential outcomes should be clearly communicated in your company's driver policy and during screening or disciplinary interviews with drivers.

Cost to your business

An employee's poor driving record can impact your bottom line in several different ways.

Employing drivers with poor driving records can affect your insurance premiums or result in your insurer refusing to cover the driver and possibly other action relating to your insurance policy.

Vehicles operated by a driver with an invalid or suspended licence are subject to impoundment for up to 45 days, depending on the offence.

These situations illustrate how important it is to know the current licence status and conviction history of all drivers.

Managing your risk

Drivers should be monitored regularly to identify any violations, negative trends or patterns. If any are found, a review and discussion with the employee must take place, using your driver policy as a means to establish the expectations and requirements of the role.

A thorough screening process combined with regular reviews of your drivers will help you identify and manage any risks associated with using your business vehicles.

*Ensure any action taken is in accordance with any applicable legislation.

For further information on this topic, please contact your independent insurance broker.

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