

MOTOR VEHICLE REPORT (MVR) POLICY

As approved by the Board of Commissioners August 2016

I. PURPOSE

To establish guidelines to use in evaluating the driving records of applicants and employees who will or do drive a county vehicle while performing the scope of their duties to reduce accidents, reduce accident related costs, and enhance safety.

II. SCOPE

This policy applies to applicants and employees, including Elected Officials and their applicants and employees, who may drive a County owned vehicle including:

1. Employees who will be driving a County vehicle,
2. Applicants who will be required to drive a County vehicle while working for the County,
3. Employees transferring or being promoted into these positions that will require them to drive a County vehicle, and

III. PROCEDURES

A. Obtaining Motor Vehicle Reports (MVRs)

1. Any applicant for a position where driving is required will have a MVR run on him/her as part of the hiring process. The Human Resources Department will request these MVR and provide information to the hiring department for review. After meeting all qualifications for the position, the applicant can be made a conditional offer of employment, which must provide that the hiring of the individual is contingent upon the applicant having an acceptable MVR. As soon as the MVR report is received, the Human Resources Department will contact the hiring manager to notify him/her of if the applicant meets the criteria.

Any applicant who has not resided in the State of Georgia continuously for the past seven years must furnish an acceptable MVR from the states other than Georgia in which he or she has resided. Additionally, an applicant must authorize Cobb County to check the applicant's MVR from the State of Georgia. Together, the MVRs must check the applicants driving history for the past seven (7) years. Any applicant hired must comply with the laws of

Georgia driver's license requirements.

2. Driving records of any County employee who operates a County vehicle shall be checked annually. Department/Agency Directors are responsible for ensuring all employees who drive a County vehicle have their MVRs checked yearly. Departments will have all employees who drive a County vehicle complete the MVR release form and provide it to Risk Management. The Risk Management Division will obtain the employee's MVR. All MVR records will be provided to the employee's Department/Agency Director for review and for administration of any action necessary. The MVR will be maintained as part of the employee's departmental personnel file. If any MVR is flagged for review by a Department/ Agency Director, this MVR will be copied and provided to Human Resources to monitor for any action necessary.
3. Due to the security issues involved with Public Safety and the Sheriff's Office, Public Safety and the Sheriff's Office will be responsible for running MVRs on their employees. Public Safety includes the following departments; Police, Fire, 911, Animal Control, and Sheriff, except for where specifically excluded. All employees that drive County vehicles should have their MVRs checked yearly. Once the MVR is received, the Department/ Agency Director or similar position will review the MVR for administration of any necessary action. The MVR will be maintained as a part of the employee's departmental personnel file. If any MVR is flagged for review by the Department/Agency Director or similar position, this MVR will be copied and provided to Human Resources to monitor for any action necessary.
4. Any employee whose MVR is to be obtained must sign a written release. Alternatively, an employee at his/her own expense may provide his/her own MVR within five (5) days of being requested to do so to his/her Department/Agency Director. An employee who refuses to provide the release form or who refuse to obtain his/her own MVR, will be suspended without pay for a period of up to five (5) days and will be terminated after that time if a written release and/or the employee's own MVR is not provided.

B. Review of MVRs and Employee's Duty to Report Violations

1. The Department/Agency Director shall review all vehicle-related violations, whether occurring on or off the job, which subject the

employee to fines or assignment of points to the individual's MVR by the state or local authorities.

2. In reviewing an employee's MVR, the Department/Agency Director shall evaluate both on the job and off the job traffic violations.
3. Any employee who has been cited with a citation, has had his or her license suspended, restricted, or revoked for any reason, whether on personal time or during work hours, must report it to the employee's Department/ Agency Director immediately. Any employee who fails to report a violation will be subject to disciplinary action, up to and including termination, as determined by the Department/Agency Director.
4. No employee shall be allowed to drive when his/her license has been suspended, restricted, or revoked. Any employee who drives a County vehicle on a suspended or revoked license will be subject to immediate termination.
5. After notification of citations, license suspensions, restrictions, or revocations, the Department/Agency Director will take appropriate corrective and/or disciplinary action, if any, and document the employee's personnel file.

C. Disciplinary actions

Any Cobb County employee who has an accumulated record of offenses will be subject to disciplinary action. Any offenses or violations resulting in the loss, restriction, or suspension of a license that affects an employee's ability to perform any essential job functions may result in the employee's suspension or removal from that position. This information can be found in www.dds.ga.gov under Driver's License Information, Related Information – License Suspension and Revocation.

D. Guidelines

Based on information outlined in www.dds.ga.gov/drivers/index.aspx under Driver's License Information, Related Information – License Suspension and Revocation, the following are minimum actions to be taken by the Department/Agency Director.

<u>Total Point Levels within A three year period</u>	FOR APPLICANTS	FOR EMPLOYEES
5 - 10 points*	Eligible for hire; however, must be given oral and written caution by the Department/Agency Director regarding their driving.	Written reprimand.
11 or more points*	Not eligible for hire in a position that requires driving.	Suspension and removal from driving position; or termination.
Any single offense which results in the suspension, restriction, or revocation of a license.*	Not eligible for hire in a position that requires driving.	Suspension and removal from driving position; or termination.

*Points, license suspension, and revocation are found at www.dds.ga.gov/drivers/index.aspx.