

Section: GENERAL INFORMATION
Subject: Motor Vehicle Record Checks
Number: HR 3305

I. Institutional Regulations

A satisfactory motor vehicle driving record is required for all employees and applicants recommended for employment in positions requiring operation of a motor vehicle. Security personnel and others operating College vehicles are also covered by this procedure.

A. A "satisfactory motor vehicle driving record" is one in which a person has not accumulated 6 or more points within a 12month period for the following violations:

1. 6 Points - Driving while impaired, under the influence of alcohol or drugs, or OWI test refusal
2. 6 Points - Evading responsibility after an accident
3. 6 Points - Fleeing or attempting to elude a police officer
4. 6 Points - Hit and run or failure to stop after an accident
5. 6 Points - Homicide by vehicle, negligent homicide, or involuntary manslaughter
6. 3 Points - "At fault" accident
7. 3 Points - Driving without a license or while license suspended or revoked
8. 3 Points - Major speeding of more than 25 MPH over the limit
9. 3 Points - Reckless or negligent driving
10. 1 Point - Careless operation of vehicle
11. 1 Point - Defective equipment
12. 1 Point - Failure to obey traffic sign or signal
13. 1 Point - Failure to yield
14. 1 Point - Following too closely
15. 1 Point - Improper backing, turning, or passing
16. 1 Point - Improper lane change
17. 1 Point - Improper start
18. 1 Point - Minor speeding of 25 MPH and under over the limit
19. 1 Point - Other moving violation
20. 1 Point - Speeding greater than reasonable or prudent or too fast for conditions

B. Applicants recommended for employment in positions requiring a satisfactory driving record shall only be approved for hire in those positions if they have accumulated less than 6 points in the last 12 months.

If an applicant for a position requiring a satisfactory driving record has had his/her driver's license suspended for a period of time, s/he shall not be approved for hire until they have had a satisfactory driving record for a period of time equal to the length of time during which the license was suspended. The maximum required period of time for a satisfactory driving record shall be three years, regardless of the length of time the license was suspended.

C. Employees who have 6 or more points and who are in positions requiring a satisfactory driving record shall have their DMACC driving privileges revoked until such time that they have accumulated less than 6 points in the last 12 months.

If an employee in a position requiring a satisfactory driving record has had his/her driver's license suspended for a period of time, s/he shall have his/her DMACC driving privileges revoked until such time that they have had a satisfactory driving record for a period of time equal to the length of time during which the license was suspended. The maximum required period of time for a satisfactory driving record shall be three years, regardless of the length of time the license was suspended.

D. Non-employees who drive College vehicles who have 6 or more points shall have their DMACC driving privileges revoked until such time that they have accumulated less than 6 points in the last 12 months.

II. Procedure

A. Points shall be assigned for each violation occurring in a single incident. Violations not listed above shall be assigned points by the Physical Plant.

- B. When a job description for a vacant position contains a satisfactory motor vehicle record requirement, the requirement shall be listed on the Employment Opportunity posting.
- C. Human Resources shall ask the Physical Plant to check the Department of Transportation motor vehicle record of applicants who are recommended for employment in positions requiring a satisfactory driving record. A final offer of employment shall not be extended until a report is received indicating a satisfactory driving record.
- D. The Physical Plant shall check the motor vehicle record of anyone operating College vehicles before they are permitted to operate College vehicles at any time.
- E. Motor vehicle record reports shall be maintained in the Physical Plant.
- F. The names of current Regular employees, Adjunct, Temporary and Student employees, and security personnel operating College vehicles may be submitted to the auto insurance carrier every year by Purchasing and Campus Services. Anyone who does not meet satisfactory driving standards shall not be allowed to drive College vehicles.
- G. All employees and non-employees who drive DMACC vehicles shall report all driving violations of three points or more to their supervisor within 72 hours of the incident.
- H. The motor vehicle record of all employees and non-employees who drive College vehicles regularly shall be reviewed at least annually by the Physical Plant.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002

Revised: December 1, 2003
July 1, 2005
October 12, 2005
October 1, 2014