

# Driver Qualifications

## Background

Some companies offer their employees fleet vehicles. Others require drivers to rent vehicles as part of their day-to-day activities. Still others have employees drive their personal autos on company business. Driving is one of the most hazardous and costly exposures encountered as part of doing business. Therefore, it's important to routinely review your motor vehicle safety policy and, in particular, driver qualifications. Driver qualifications will vary based on the type of vehicle, but basic qualification and screening should be part of any policy.

This document addresses basic requirements prior to allowing the operation of a vehicle on company business. More advanced requirements may be needed when your employees operate specialized vehicles. In this document, we address only suggested basic requirements for the time period prior to and during vehicle use. For additional information, you might consult OSHA's online *Guidelines for Employers to Reduce Motor Vehicle Crashes*.

## Driver Screening and Documentation

Before allowing driving on company business, consider the guidelines below:

1. Maintain a driver qualification file for each driver you employ. This may be combined with his/her personnel file.
2. Include in the driver qualification file the driver's application for employment and:
  - A copy of any motor vehicle record (MVR) received from the current licensing state. Results typically cover at least the past 3 years.
  - A copy of the driver's license or any certificate that the company accepted as equivalent to the driver's license.
  - A list relating to any accidents or violations of motor vehicle laws.
  - The medical examiner's certificate if it is required as part of the screening process.
  - Documentation that the employer has provided educational materials and a copy of the company's policy on the misuse of alcohol and use of controlled substances, signed by the employee.
  - Drug/substance testing results, if conducted.
  - Mobile device restrictions with a signed acknowledgement of receipt and compliance.

## Vehicle Contents

Though not part of driver qualifications, keep in each vehicle safe operating and emergency instructions. The following is a list of appropriate materials:

1. A vehicle maintenance record
2. Accident investigation forms and instructions
3. State or other vehicle inspection forms
4. Seat belt, smoking, and mobile device usage placards
5. First aid kit
6. Survival kit where appropriate

Review your policy, restrictions, and employee expectations at least once each year to keep current with changing regulations and requirements.

