

Driver Qualifications

Knowing the ability, experience and attitude of drivers is a key factor in our company driver selection process. An important area in this process is to establish qualification standards for new and existing employees that have been assigned driving duties.

To enforce these standards, the following company driver qualification requirements have been established. Where applicable, documents establishing individual drivers' qualifications will be maintained in each driver file and maintained by Human Resources for the duration of employment.

1. Application for Employment

All driver applicants must complete an application for employment containing all the information required for positions in which driving is required. Hiring standards must also require that driver applicants list all former employers (number of past year's data to be determined by the company). Any gaps in employment for more than (number of years to be determined by the company) must be satisfactorily accounted for on the application.

2. Driver Age Requirements

Unless otherwise granted exception by the fleet safety coordinator, all drivers must be at least 21 years of age. If driving a DOT vehicle, drivers must be at least 24 years of age.

3. Drug Screenings and Background Check Including Criminal Background Check

National level background screening on all potential new hires and employed drivers will be conducted prior to approving use of any company vehicle or when driving personal vehicles for company purposes following acceptable screening results. Individuals with a history of criminal convictions may not possess appropriate behavioral characteristics to operate commercial vehicles in a safe manner.

Our company requires DOT and FMCSA Compliant Drug and Alcohol Testing for CDL drivers operating the company's commercial motor vehicles and includes:

- a) Pre-employment testing for controlled substances prior to hire or transfer into a safety-sensitive job function.
- b) Unannounced, random testing using scientifically valid methods; all employees have an equal chance of being selected for such random testing.
- c) Post-accident testing following a FMCSA qualifying event.
- d) Reasonable suspicion testing when the employee shows signs of drug and/or alcohol use.
- e) A return-to-duty test prior to returning to safety-sensitive functions.

Review 49 CFR part 40 and 49 CFR part 382 to help understand specific details of drug and alcohol testing requirements.

Our company reserves the right to require drug and alcohol testing based on reasonable suspicion. Additionally, we reserve the right to rescind any job offers, revoke driving privileges or terminate employment based on positive drug and alcohol testing results.

4. License

All applicants for positions which require driving must provide a legible copy of their driver's license. The license must be valid and current, and appropriate for the class of vehicles which the driving applicant/employee may be operating. This also applies to employees who will be operating their personal vehicles to conduct company business.

Human Resources will maintain a system that insures all employees operating vehicles have the proper class of license and check licenses for current status at least annually.

Employees are required to notify their supervisor/manager immediately if their license is suspended, revoked, or expired.

5. Medical Examinations

All applicants and employees who drive company vehicles that require a Commercial Driver's License (CDL) must comply with the State Department of Motor Vehicles requirements for medical examinations and license renewals.

6. FMCSA Pre-Employment Screening Program (PSP)

Our company adheres to the FMCSA Pre-Employment Screening Program (PSP) as part of the driver qualification process for all new and re-hired commercial motor vehicle drivers. These screening reports identify underlying driving habits, driving history, and potential safety concerns that may not be revealed by a driver's standard Motor Vehicle Report (MVR). A PSP report contains five years of crash and three years of roadside inspection data and may be accessed at <https://www.psp.fmcsa.dot.gov/psp/driver/driver#/start>

7. On-Road Performance Evaluation

An on-road performance evaluation may be conducted by the supervisor/manager to monitor the performance of current drivers by riding along or following them. The supervisor/manager should document the results and counsel drivers concerning problems or deficiencies that were observed. This is the best way for the supervisor/manager to ensure that the driver is following the proper vehicle inspection and defensive driving procedures.

Driver applicants who require a CDL license for their driving position must successfully complete a road test examination conducted by a certified entity prior to an offer of employment.

The road test examination shall be performed in the type of vehicle the driver will operate. Performance will be monitored during the selection process as well as at periodic intervals throughout the driver's career using information obtained from motor vehicle records and file data.

Note: *The road test may be waived if the employee will only be driving automobiles and mini vans and has a clean driving record.*

8. MVR Check and Evaluation

All applicants and current drivers must meet our company **Motor Vehicle Record Driver Eligibility Criteria Driver Qualification Standards** included in the company fleet safety manual.

9. Previous Employment

Our company reserves the right to contact all former and current employers of the driver applicant (prior number of years to be determined by the company) to verify as much of the following information as possible:

- a) Dates of employment.
- b) Type of work performed.
- c) Type of vehicle(s) operation.
- d) Extent of driving experience.
- e) Vehicle accident record.
- f) Overall work history and performance.

10. Performance Review

All former and current employer information gathered from the inquiries must be in writing and will be retained in the driver's qualification file, if hired. In the event a former or current employer refuses to release information, a note stating this will be placed in the file. A review of all former and current employer information should be conducted to determine if the driver applicant meets the hiring standards regarding past and current employment, and to determine if the applicant was truthful about information listed on the employment application.

11. Driver Performance Evaluation and Reviews

Driver supervisors/managers are responsible for conducting periodic, structured performance reviews with each of their drivers on a predetermined and regular schedule (monthly, bi-monthly, quarterly, etc.) at their discretion. It is important for drivers to understand that their performance will be evaluated on an on-going basis, and they may request, or their supervisor/manager may recommend, a review at any time. However, all drivers will receive periodic structured reviews of their individual driving performance based on scope of driving responsibilities.

12. Performance Review

Driver performance reviews will be conducted at least annually to ensure drivers are maintaining our company driver quality standards for operating a vehicle and will be held in private and away from the operation area. The reviews are considered driver's time and interruptions should not be allowed. The actual driver performance reviews may include (but not be limited to) these five basic areas:

- a) The measurement of the driver's actual results against established company goals and standards.
- b) Recognition of the driver's contributions and accomplishments.
- c) Correction of any new or existing performance problems.
- d) Establishment of goals and standards for the next review period.
- e) Review of driver's current MVR.

The driver and supervisor/manager will conclude their discussion of past performance including, but not limited to, addressing any development training, corrective action, and the establishment of new goals and standards for the future.

13. Driver Qualification Files

Driver qualification files will be maintained for all commercial motor vehicle drivers holding a Class A, Class B, and/or Class C commercial driver's license and will include the following: include copies of:

- a) Application Form
- b) Certificate or Copy of Valid Operator's License
- c) References from Previous Employers
- d) Medical Examiner's Certificate
- e) Medical Exam Expiration Date
- f) Alcohol & Controlled Substances Testing Information & Results
- g) Current Motor Vehicle Record
- h) Driver's Annual Certificate of Violations
- i) Notation of Annual Driving Record Performance Review
- j) Driver's Road Test
- k) Certificate of Qualifications for Drivers Furnished by Other Motor Carriers
- l) Driver Evaluation and Performance Review
- m) Record of violations and/or accidents and documented corrective action
- n) Fleet safety training certifications (where applicable)

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