

**AMERICAN HOME HEALTH CORP.  
AURORA, IL 60505**

**POLICY & PROCEDURE**

<b>MVR POLICY</b>		
Policy Section: Human Resources	Policy #9.0205	Page 1 of 1
Effective Date 06/01/2014	Reviewed Date	Revised Date:

**POLICY**

MVR reports are required for all individuals who are expected to drive reimbursable business miles, on a regular or routine basis (i.e. daily, weekly or regularly scheduled).

**PURPOSE**

The purpose of this policy is to confirm those persons entrusted to drive for company business have a driving history that reflects responsible driving behavior and compliance with traffic laws. American Home Health applies Motor Vehicle Record (MVR) review guidelines generally considered to be reasonable and prudent in an effort to reduce accident potential and to prevent allegations of negligent entrustment should an employee driving for business purposes be involved in an accident.

**PROCEDURE**

1. All employees required to drive reimbursable business miles for company business will be required to provide authorization for a background verification/MVR check.
2. MVR checks will be performed upon hire and on an annual basis. MVR checks will cover the last three years.
3. Motor Vehicle Records (MVRs) will be examined prior to the start of employment and at least annually thereafter. Any job offer made to a candidate for a position requiring driving reimbursable business miles shall be contingent upon an MVR meeting the required standards; continued employment in a position requiring driving reimbursable business miles also requires an MVR meeting the standards within this policy.
4. No new employee will be allowed to drive for company's business purposes, without meeting minimum driver selection standards.

<b>Minor Violations</b>	<b>Major Violations</b>
<ul style="list-style-type: none"> <li>Stop sign and traffic signal offenses</li> <li>Speeding (varies by zone and state)</li> <li>Improper turns, failure to signal, failure to yield, improper backing</li> <li>Seat belt violation</li> <li>Unsafe lane change</li> <li>Careless driving</li> <li>Illegal passing</li> <li>Texting and driving</li> </ul> <p style="margin-top: 20px;">This is not an all-inclusive list.</p>	<ul style="list-style-type: none"> <li>Driving under influence of alcohol/drugs</li> <li>Leaving the scene of an accident</li> <li>Reckless driving / Reckless speeding</li> <li>Falsifying an accident/ police report</li> <li>Homicide, manslaughter or assault arising out of the use of a vehicle</li> <li>Driving while license is suspended/revoked</li> <li>Attempting to elude a police officer</li> <li>Criminal vehicular operation</li> </ul> <p style="margin-top: 20px;">This is not an all-inclusive list.</p>

**Minimum Driver Selection Standards**

Referring to the above violations chart, minimum standards would be no more than three minor violations within the last three years, or one major violation within the last three years.

**SPECIAL CONSIDERATION**

If review of a current employee's (not applicant) MVR identifies that they are in violation of the company MVR Policy, and the employee is in good standing, the employee may be able to retain their employment if they complete a defensive driver course approved by the company. The cost of the course will be at the employee's expense and must be completed on their own time within 60 days of MVR review.