306: Motor Vehicle Records

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Section: Human Resources
Subject: Motor Vehicle Records
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Policy

Motor Vehicle Records

The purpose of the Motor Vehicle Records (MVR) check program is to identify unqualified drivers among applicants and existing employees, thereby limiting potential liability to Massey. The MVR is to be used by the Service Centers as follows:

Applicants

A MVR must be completed on an applicant who is being considered for employment. If that person has lived or worked out of the state of Florida during the last 3 years, a request must be made for MVRs from other states in which the applicant lived.

Call Florida MVR Services between the hours of 8:00 a.m. to 2:30 p.m. at (904) 942-7916 (Account #453-453) with the name, social security number and driver's license number of the applicant.

The results will be faxed to Corporate by 8:30 a.m. the following morning, and Corporate will fax the results to each Service Center. No applicant will be made a final job offer before the MVR is checked.

- Applicants with an unfavorable driving record will not be made an offer of employment.

It is the General Manager's responsibility to advise an applicant at the time of the interview that:

- Their driving record will be checked; and
- An unfavorable driving record will result in not being considered for employment.

Existing Employees

Driving records may be checked for existing employees on request of the General Manager or a Corporate officer.

- An unfavorable driving record can result in suspension or termination.

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