



Performance Driven. Patient Oriented.

**Section 8:**            **Driving Standards**  
**Policy:**  
**Applies To:**        All Employees  
**Effective Date:**   July 1, 2016  
**Revised Date:**

## **Driving Standards**

- Motor Vehicle Record (MVR) Checks
- Required Personal Levels of Auto Insurance

### **Motor Vehicle Record (MVR) Checks**

The Company may process motor vehicle record (MVR) checks on employees who regularly drive a personal vehicle or rental car to conduct Company business. Pre-employment, annual and periodic MVR checks are processed to monitor valid drivers' licenses as well as acceptable driving records for all frequent travelers.

If you drive for the Company, then you must inform your Manager and Human Resources of any traffic citations suspending your driver's license. Since an acceptable overall driving record is a condition for employment, any traffic citation suspending your license could affect continued employment with the Company.

### **Required Personal Levels of Auto Insurance**

In addition to the driving standards, employees who drive a personal vehicle to conduct Company business are required to keep a minimum level of personal insurance coverage. Proof of your personal auto insurance declaration page must be submitted to Human Resources when the policy is renewed.