



Driver Selection Guide



Driver selection is one of the most important things you can do to prevent vehicle collisions. Each company should manage a written Motor Vehicle Records (MVRs) program to assist with selecting the right employees to drive for the company. By successfully implementing or updating your program, you can help ensure the company has reliable, skilled employees who are familiar with their vehicles and are qualified to operate the equipment. The following guidelines will help you implement and improve the driver selection process.



Determine who drives for your company

The first thing you have to know to control driver selection is exactly who is driving on behalf of the company. Most companies have drivers that fall into several of the following categories:

- Non-employees operating company vehicles
- Drivers of vehicles owned or leased by the company
- Drivers of commercial vehicles owned by the company
- Employees driving their own vehicle for company business

Some of the selection procedures that CNA Canada recommends will be the same for all drivers, and some will be specific to the type of vehicle or licence. After identifying the type or types of drivers you have, move on to the appropriate steps below.

For all drivers

- Verify that they have a current driver's licence.
- Determine that the licence is valid for the type of vehicle they will be operating.
- Compare their Motor Vehicle Record (MVR) to acceptability criteria before they drive, and again on an annual basis. Where possible, you should request a five-year MVR.

For drivers of non-commercial vehicles owned by the company

Add these steps to the steps above:

- Have each driver fill out an application which details their driving experience, licence number and expiration date, employers over the past three years, and any traffic violations or collisions during the past three years.
- Check references by verifying dates of employment, reasons for leaving, job duties, type of vehicle driven and previous employee feedback.

For employees using their own vehicles for company business

- Verify that they have a current driver's licence.
- Determine that the licence is valid for the type of vehicle they will be operating.
- Compare their Motor Vehicle Record (MVR) to acceptability criteria before they drive and again on an annual basis. Where possible, you should request a five-year MVR.
- Require that people driving their personal vehicle for company business provide proof of insurance.
 - CNA Canada suggests a minimum of \$2 million liability limits.
 - For employees who regularly drive on company business, require that the company be named as an additional insured on their personal auto policy.
- Regularly inspect the vehicle to ensure it is properly maintained and safe to operate.
- Training should be given to drivers of non-owned vehicles.

CNA Canada recommended MVR guidelines

Whether MVRs are obtained by an employer or a third party, managing the driver selection and ongoing qualification process is the employer's responsibility. The Facility Association publishes a [Manual of Rules and Rates for Ontario](#). It includes a broad range of driving violations that are classified into Minor, Major and Serious categories, based on severity level that can be adopted as objective criteria. For the purposes of this bulletin, only the Major and Serious categories will be examined.

- Anyone with a Serious driving violation in the three years is unacceptable for a driving position.
- Anyone with two or more Major violations or two or more at-fault collisions in a three-year period is unacceptable for a driving position.
- Anyone with one moving Major driving violation or one at-fault collision in a three-year period should be given a written warning from a company standpoint. MVRs will be required to be reviewed more frequently.
- In addition to the initial MVR check, all employees who drive their personal vehicle on company business routinely (five or more times a month) should have their MVR screened at least once a year to ensure their driving record remains acceptable.

The Major and Serious driving violation categories within the Facility Association Manual contain the following convictions, which can be used to help you develop the criteria for your driver selection process. It should be noted that although there will be similarities across Canada, the below noted Highway Traffic Act offences are based on Ontario law. Specific provincial motor vehicle legislation will need to be considered.

Major

Convictions for any of the following offences under the Ontario Highway Traffic Act:

- Failure to stop on request of or obey directions of a police officer
- Failing to report a collision
- Failing, in the event of a collision, to give name and licence number to the police or any other person entitled to such information
- Fail to obey school crossing stop sign
- Improper passing of a school bus
- Speeding/Improper passing in a school or playground zone
- Stunting
- Driving without proper insurance

Serious

Convictions for any of the following offences under the Criminal Code of Canada or the Ontario Highway Traffic Act:

- Speeding: In excess of 50 km/h or over the speed limit
- Manslaughter committed in the operation or use of a motor vehicle
- Driving while licence under suspension
- Racing
- Careless driving
- Dangerous driving
- Impaired driving
- Failure or refusal to submit to a breath or blood test
- Failure to stop/remain at the scene of a collision
- Driving without due care and attention

For more information, please contact your local CNA Risk Control Consultant or visit cnacanada.ca.