

Driver's License Record Check Guide

Overview

The following criteria is to be used as a tool for agencies to determine whether current employees, contractors, volunteers, or students can drive while conducting state business. These criteria also apply to candidates who have received a job offer contingent on passing a driver's license record (DLR) check. Agencies shall adopt and follow the [Statewide Policy on Driver's License and Record Checks](#). This includes collecting and documenting the [Vehicle Use Agreement](#).

Risk Management Division (RMD) contracts with a vendor to conduct DLR checks for all state agencies, boards, commissions, colleges, and universities. To register for an account, please email dlrcheck.rmd@state.mn.us. All billing for this service will be paid by RMD so agencies do not need to budget for this cost.

Please note our vendor is unable to obtain driver's license record information from foreign countries or the states of Alaska, California, New Hampshire, New Jersey, New Mexico, or Pennsylvania. Drivers that have resided in a foreign country or one of these states within the last 5 years are responsible for obtaining their driving record and providing their agency with a copy for review. Agencies can either grade the record internally or forward to dlrcheck.rmd@state.mn.us for assistance.

DLR check process

After registering for an account, our vendor will provide training on how to order DLR checks and navigate the platform.

Vendor verifies the applicant has a valid driver's license and reviews the driving history including:

- at-fault crashes over the last 3 years
- minor violations over the last 3 years
- major violations over the last 5 years

Note: If the applicant's license is not Valid (revoked, canceled, or suspended) the applicant cannot legally drive and therefore must not be authorized to drive on state business, regardless of their driving history.

Each DLR is graded and provided a score

Satisfactory (0-14 points) No more than 2 minor violations; OR 1 at-fault crash in the past 3 years; OR no more than a combination of 1 minor violation and 1 at-fault crash in last 3 years.

Probationary (15-19 points) 3 minor violations; OR 2 at-fault crashes in last three years; OR any combination of minor violations and at-fault crashes in last 3 years totaling 3 occurrences.

High Risk (20 or more points) 4 or more minor violations; or 3 or more at-fault crashes in the last 3 years; OR any combination of minor violations and at-fault crashes totaling 4 or more occurrences; OR 1 or more major violations in last 5 years.

Criteria used to determine risk level

Number minor violation in past 3 years	Number of at fault crashes in past 3 years			
	0	1	2	3
0	Satisfactory	Satisfactory	Probationary	High risk
1	Satisfactory	Satisfactory	Probationary	High risk
2	Satisfactory	Probationary	High risk	High risk
3	Probationary	High risk	High risk	High risk
4	High risk	High risk	High risk	High risk
Any major violations in past 5 years	High risk	High risk	High risk	High risk

Major Violations:

- Driving under the influence of alcohol/drugs
- Failure to stop/report a crash (including leaving the scene of a crash)
- Reckless driving/speeding contest
- Driving while impaired
- Making a false crash report
- Homicide, manslaughter, or assault arising out of the use of a vehicle
- Driving while license is suspended/revoked/canceled
- Careless driving
- Exhibition driving
- Fleeing a law enforcement/peace officer
- Major speeding conviction (20 mph or more over the posted speed limit)
- Distracted by electronic device (2nd or subsequent offense)
- Failure to stop for a school bus (2nd or subsequent offense)

Minor Violations – any moving violation not listed as a major violation such as:

- Minor speeding conviction (less than 20 mph over the posted speed limit)
- Driving too fast for conditions
- Inattentive driving
- Unsafe lane change
- Failure to stop or yield the right of way
- Following too closely
- Seatbelt violation
- ‘Move Over’ law violation
- Distracted by electronic device (1st offense)
- Failure to stop for a school bus (1st offense)

Agency Response to DLR Check

Procedure for Current Employees

Annually, agencies must verify that employees whose positions require driving as a minimum qualification or as an essential job function have a DLR check.

If a current employee drives on state business, but driving is not a minimum qualification or essential function of the individual's position, agencies should consult with MMB Labor Relations to determine whether the agency should perform a DLR check. More information, including an explanation of criteria to consider, can be found in the [Statewide Policy on Driver's License and Record Checks](#).

Probationary DLR

If a current employee has a valid driver's license but the DLR score falls within the Probationary classification, the employee should be placed on a performance improvement plan and control measures should be set. Examples include:

- Counseling the driver, highlighting the impact of another violation or crash
- Obtaining DLR's on a more frequent basis
- Periodic ride-alongs to observe driving behavior
- Additional training

High Risk DLR

If **driving is not an essential job function** and the DLR falls within the High Risk classification, the employee's driving privileges should be suspended until a more favorable DLR is confirmed.

If **driving is an essential job function** and the employee's DLR falls under the "high risk" classification, agencies must consider not authorizing the employee to drive.

Agencies must determine whether the employee with a "high risk" DLR classification followed their agencies' fleet policy and the [Statewide Policy on Driver's License and Record Checks](#) employer notification requirements. Agencies must discuss any **potential** disciplinary action based solely on an employee's driver's license record with their labor relations representative or with MMB Labor Relations before acting.

If an agency determines that it has a significant business case for allowing an employee with a "high risk" DLR classification to drive, the agency must verify that the employee has a valid license and the agency must implement a performance improvement plan and control measures, as outlined in the Probationary DLR section above, for the employee until a more favorable DLR check is confirmed.

Procedure for Job Applicants Following Conditional Offer

When driving is a minimum qualification or essential function of the position:

Driver's license records must be checked for any job applicant when driving is a minimum qualification or an essential job function. The job offer must be contingent on confirmation of a valid driver's license AND a satisfactory DLR check. RMD strongly recommends withdrawing conditional job offers when the DLR results fall within the Probationary or High Risk classifications.

When driving is not a minimum qualification or essential function of the position:

If driving is not an essential job function, a DLR check does not need to be completed as a condition of employment. However, employees may need their DLR checked prior to driving for state business (see Procedure for Current Employees).