

Minimum Fleet Safety Standards

WHAT'S NOT CHANGING?

- Driver's License Record checks required for all drivers to evaluate their licensing status and citation history.
- All drivers must complete the "Defensive Driving" training course before they can drive. A refresher course must be completed at least every 3 years thereafter.
 - available on RMD's website
- High Occupancy Vehicles (HOV's)
 - 10 or more occupants, driver must have CDL or equivalent training
 - cannot pull trailers or load the roof
 - no 15 passenger vehicles

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WHAT IS CHANGING?

- Electronic Devices
 - Cell phone must be 'hands-free'
 - Navigation systems and music players must be programmed prior to driving
- Trailer Towing
 - Must have a trailer towing section in your driving policy
 - All equipment has to be labeled
 - Additional training for employees towing trailers
 - Limited to approved cargo, vehicles, trailers, hitches, etc.

Minimum Fleet Safety Standards

WHAT IS CHANGING?

- High Occupancy Vehicles (HOV's)
 - 10 or more occupants, driver must have CDL or equivalent training
 - cannot pull trailers or load the roof
 - no 15 passenger vehicles
- Crash Review Board
 - Determine cause of crash
 - Was the crash preventable?
 - Mechanical problem?
 - Additional training needed?
 - Were agency policies/procedures followed?
 - Take action to prevent a reoccurrence

Driver's License Record Checks

- RMD's receives an average of 50 DLR requests per day
- That's 1500 per month
- 18,000 annually

WHAT IS THE PROCESS?

Overview

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

To request a driver's license record check from Risk Management, agencies must provide the following information for each individual:

- Full Name (first, middle, last)
- Driver's license number
- State the license is issued
- Date of Birth

All requests should be emailed to carol.morgan@state.mn.us. To expedite requests for groups of 5 or more, please use an Excel spreadsheet. Please do not submit signed Vehicle Use Agreements in lieu of the above information.

Risk Management is unable to obtain driver's license record information from foreign countries or the states of California, Colorado, Georgia, Maryland, New Hampshire, Pennsylvania, Washington, and West Virginia. Drivers that have resided in a foreign country or one of these states within the last 5 years need to obtain their DLR and provide Risk Management with a copy for review. For more information, please email carol.morgan@state.mn.us

The DLR check is a 3 step process:

Step 1. Risk Management verifies the individual has a valid driving license.

- If the license is valid, the individual's driving history will be reviewed (Step 2).
- If the license is invalid, the individual is not eligible to drive.

Step 2. Risk Management reviews the individual's 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

Satisfactory DLR – 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 DLR – 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 DLR – 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)

Step 3. Risk Management provides the individual's license status and DLR risk level.

Example:	Name	License Status	DLR Risk Level
	John Doe	Valid	Satisfactory

Risk Management does not provide the complete driving history to the requesting agency.

Risk Management does not retain DLR information after results are communicated.

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](#).

Any employee without a valid driver's license is not allowed to drive.

Probationary DLR

If a current employee has a valid driver's license but the DLR 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, Risk Management Division recommends not authorizing the employee to drive. Management should immediately consult with MMB Labor Relations and then take appropriate action.

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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. Risk Management 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 checked as a condition of employment. However, employees may need their DLR checked prior to driving for state business (see Procedure for Current Employees).

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