



BRITT/PAULK

Driver Selection & Qualification Standards

Minimum Age

At a minimum, **AIG** asks that all drivers be 23 years of age. Ideally, drivers should be at least 25 years of age.

Minimum Experience

Drivers should have at least 2 years of verifiable commercial driving experience in equipment similar to that which he/she will be operating. This experience should be immediately prior to employment. *Exception:* If an applicant has at least 5 years verifiable experience, the 12 months prior to employment may include non-driving employment.

Work History

Applicants whose history shows steady employment make more stable, dependable and safe drivers. For this reason, we recommend that you avoid hiring anyone who has had more than 2 jobs in the last year and more than 6 jobs in the last 3 years.

MVR requirements

A driver's MVR is an important snapshot of his driving history and should be reviewed carefully. The MVR should be reviewed, at least annually, to ensure driver's stay within the company's policies for moving violations and accidents. The MVR should also be used to verify information on both the application and the Certificate of Violations as well as the Annual Review of Driving Record.

AIG's maximum acceptable numbers of moving violations and preventable accidents are as follows:

- ◆ No more than 3 moving violations in the past 3 years and no more than 1 moving violation in the past 12 months.
- ◆ No more than 2 preventable accident in the past 3 years.
- ◆ No DWI, DUI or reckless driving convictions in the past 5 years
- ◆ No DWI or DUI convictions **ever** in a CMV

BRITT/PAULK Insurance Agency, Inc.

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Any Driver with a conviction within the last **5 years** for the following violation(s) in a Commercial Motor Vehicle or Private Passenger Vehicle **is not eligible to operate equipment which AIG insures.**

- DUI or test refusal
- Reckless Driving
- Hit and run
- Leaving the scene of an accident
- Passing a school bus
- Racing
- Any other felony

Any driver with a DUI conviction in a CMV or a positive drug test is not eligible to operate equipment which AIG insures, **regardless** of the time frame.

Road Tests

AIG recommends that all drivers, regardless of age, experience or record, be road tested in comparable equipment to that which they will be operating. This recommendation applies to owner/operators as well as drivers employed by owner/operators. The road test should require the driver to demonstrate all the skills necessary for safe operation of the vehicle and should be documented in the driver qualification file.

Other Resources

Other resources are available from several sources, which can aid in the selection process. Personality tests, aptitude tests, criminal background checks and credit checks are also effective tools, which can assist you in the selection process.

Note: You should make certain that all your hiring policies and procedures fall within the guidelines of state laws, ADA, EEOC and other regulations. Before obtaining credit history or criminal background obtain a signed release form. Privacy laws apply in many states, which may prohibit these checks.

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