

**Village of Hastings-on-Hudson**  
**Village Vehicle Driver and Motor Vehicle Records Policy**  
Adopted 10.17.2023

Vehicle operations can create substantial risk for the Village. A best practice for reducing risk is to ensure that only drivers with safe driving records are permitted to operate vehicles on Village business.

This policy is applicable to all employee and volunteer drivers, exclusive of Elected Officials, of Village vehicles and equipment and employee drivers of personal vehicles on Village business.

- All drivers must have a valid driver's license with the proper class and appropriate endorsements for the vehicles that they operate.
- Drivers must not drive if their license has been suspended or revoked.
- Drivers must report all accidents, moving violations, and license suspensions to their supervisors or department heads immediately.
  - Supervisors and department heads must notify the Village Manager immediately upon notice.

Prospective employees and volunteers who are anticipated to operate a Village-owned vehicle will be required to report all accidents and moving violations during the interview process. Existing employees and volunteers moving into driving positions will be required to complete a similar report at the time of transition. All drivers will be required to complete an accident and moving violation report annually.

All drivers will be required to complete a Motor Vehicle Abstract Form, allowing the Village and/or the Village's insurance carrier to run abstracts as needed.

Motor Vehicle Reports (MVR(s)) from the New York State Department of Motor Vehicles (DMV) will be obtained on new drivers at the time of employment or volunteering or when transitioning into a driving position. MVRs will be obtained annually thereafter. The Village Manager will determine the acceptability of a driver's MVR. Prospective employees and volunteers must have an MVR that is CLEAR or ACCEPTABLE in order to be hired or considered for positions requiring driving. Current drivers must have an MVR record that is CLEAR, ACCEPTABLE, or BORDERLINE. The Village Manager may restrict the driving privileges of individuals with BORDERLINE MVR records or require drivers to receive additional training or monitoring. Drivers with POOR MVR records will be suspended from driving on Village business until their records become acceptable.

Below are the categories of violations and the MVR Evaluation Grid that will be used to determine driver status. The violation categories are illustrative, not exhaustive.

<b>Major violations generally include:</b> <ul style="list-style-type: none"> <li>• Leaving the scene of an accident</li> <li>• Driving under the influence of drugs or alcohol</li> <li>• Excessive speed (&gt;20 mph over speed limit)</li> <li>• Reckless, negligent, or careless driving</li> <li>• Felony, homicide, or manslaughter involving the use of a motor vehicle</li> <li>• License suspension or revocation resulting from accidents or moving violations</li> </ul>	<b>Minor violations generally include:</b> <ul style="list-style-type: none"> <li>• Speeding &lt;20 mph over speed limit</li> <li>• Failure to obey sign</li> <li>• Failure to yield</li> <li>• Illegal turn</li> </ul>	<b>Non-moving violations generally include:</b> <ul style="list-style-type: none"> <li>• Parking tickets</li> <li>• Motor vehicle equipment violations</li> <li>• Failure to have a valid operator's license available when one actually exists</li> </ul> <p>Non-moving violations are typically not included when evaluating MVRs.</p>
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**MVR Evaluation Grid**

MINOR MOVING VIOLATIONS (Past 3 Years)	PREVENTABLE ACCIDENTS (Past 3 Years)			
	0	1	2	3+
0	CLEAR	ACCEPTABLE	BORDERLINE	POOR
1	ACCEPTABLE	ACCEPTABLE	BORDERLINE	POOR
2	ACCEPTABLE	BORDERLINE	POOR	POOR
3	BORDERLINE	POOR	POOR	POOR
4+	POOR	POOR	POOR	POOR
ANY MAJOR VIOLATIONS (Past 5 Years)	POOR	POOR	POOR	POOR

**MVR Evaluation Grid**

Step 1. MVR indicates applicant/employee has a current license and the appropriate endorsements for vehicle(s) they will be operating.	YES	Continue to Step 2.
	NO	Do not consider for driving duty.
Step 2. MVR indicates moving violations and accidents within the past three years.	YES	Continue to Step 3.
	NO	Continue applicant/employee evaluation procedures.
Step 3. MVR indicates one or more major moving violations or serious preventable accidents within the past three years.	YES	Do not consider for driving duty.
	NO	Continue to Step 4.
Step 4. MVR indicates a combination of more than three minor moving violations or minor preventable accidents during the past three years.	YES	Do not consider for driving duty.
	NO	Continue applicant/employee evaluation procedures.

Drivers who score BORDERLINE or POOR will have to meet with the Village Manager to discuss their role in a driving position. Additional counseling or attendance of a defensive driving course may be required prior to reinstatement of driving duties. As a result of a BORDERLINE or POOR score, the Village Manager may review MVRs on a quarterly basis, rather than annually.

Attached are the Driver Motor Vehicle Abstract Form and the Motor Vehicle Driver's Annual Certification of Violations and Accidents.



**VILLAGE OF HASTINGS-ON-HUDSON**

Municipal Building

7 Maple Avenue

Hastings-on-Hudson, New York 10706

**Driver Motor Vehicle Abstract Form**

I, \_\_\_\_\_, do hereby authorize the Village of Hastings-on-Hudson to obtain and review my Motor Vehicle Abstract. The Abstract will be ordered through the Village or through the office of Insuregy Agency Inc. located at 2500 Westchester Avenue, Purchase, NY 10577. The purpose of the Motor Vehicle Abstract is for the usage of the Village of Hastings-on-Hudson as one of the determining factors for possible employment and/or marketing of the business insurance to various insurers and for the purpose of providing for Village insurance coverage.

Employee/Driver Name: \_\_\_\_\_

License #/State of Issuance: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Employee/Driver Signature

\_\_\_\_\_  
Date

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**Motor Vehicle Driver's Annual Certification of Violations and Accidents**

I certify that the following is a true and complete list of accidents and traffic violations (other than parking violations) for which I have been convicted or forfeited bond or collateral during the last 12 months.

<b>Date</b>	<b>Offense/Accident</b>	<b>Location</b>	<b>Type of Vehicle</b>

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**Date**

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**Driver Name**

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**Driver Signature**

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**Reviewed By:**