



## Motor Vehicle Record (MVR) Grading Tips

While using the MVR Grading Checklist to help you determine an applicant's employment eligibility, you may need to refer to the Domino's Pizza MVR Standards for clarification on one or more of the MVR requirements. You may also have questions regarding the interpretation of some of the Standards.

This document provides some questions that commonly arise during the MVR grading process, along with their answers.

### Driving History:

Q: Can the 1- or 2-year driving history include time when the applicant had a limited or restricted license – such as a learner's permit?

A: Yes... all active driving history can – and should be – considered.

Q: My applicant recently had his license reinstated after a suspension. Does the time before the suspension count towards the history we need?

A: It depends. If the applicant's license was suspended for less than six months, the suspension doesn't affect his history. However, if the applicant was suspended for six months or more – either in a single suspension period or a cumulative total of smaller suspension periods within the last one year – he must accrue one year of uninterrupted driving history.

### Violations

Q: Does it matter what kind of violation the applicant has? I've got an applicant with violations in the past two years for no seat belt, speeding, using his cell phone while driving, and having a broken taillight. Since some of these are less serious, do they all count?

A: Each moving violation should be counted individually. There are two safety-related violations that hold the same weight as moving violations. Those are seat belt and cell phone violations. Violations related to equipment, registration, or insurance are not included in the count.

Q: The applicant has multiple tickets (violations) but they're all on the same day. Do I count each one as a separate violation or lump them together as one?

A: It depends. With the information that's available to you, if you're able to determine that the tickets were all given on a single traffic stop, they may be lumped together and treated as one violation. If, however, the tickets were given on multiple stops on the same day, you should count each stop as a separate violation.

## Violations (continued)

Q: Do I use the *Violation* or the *Conviction Date* when determining the period of time I'm grading?

A: Always use the Violation Date.

Q: How do I determine an at-fault accident?

A: To determine if the accident is at-fault, you must review the MVR and look for a citation that has the same violation date as the accident. This combination signals an at-fault accident.

Q: I've seen MVRs with Reckless Driving citations and others with Careless and/or Negligent Driving citations. Do all of these carry the same weight when it comes to grading MVRs?

A: No... Reckless Driving is considered a major moving violation. If a Reckless Driving citation appears at any point during the driving history that you're reviewing, the applicant is ineligible for employment with Domino's Pizza.

Q: What's the difference between Reckless Driving and Careless and/or negligent driving?

A: Reckless Driving is considered a major moving violation in which the driver displays an intentional disregard for the rules of the road, such as speeding, following too closely, weaving in and out of traffic, etc.

Careless, or Negligent, driving is driving without due care and attention. An example of this would be accidentally veering out of the lane because your attention is diverted elsewhere.

## Serious Violations

Q: The applicant has a conviction for a drug-related offense that doesn't involve driving, such as possession of a controlled substance. Can I ignore that violation since it has nothing to do with driving?

A: No... all violations must be considered. However, if the applicant presents documentation that the violation was not vehicle-related, it should not be counted against him. For example, an applicant may have a "minor in possession" (MIP) conviction, but is able to present a police statement indicating that the violation occurred in the yard at a frat party and was not driving-related. With this supporting documentation, the violation should not be counted against the applicant.

## Failed MVRs

Q: The applicant didn't meet our MVR requirements. Can I still hire him?

A: Yes... but only in a non-driving capacity (refer to MVR Standard sub-section E). He (or she) cannot perform any job duties that require driving, including going to another store to pick up inventory items, making bank deposits, or doorhanging – if he's driving to the doorhanging area himself.

Q: Do I have to have anything in his personnel file saying he can't drive?

A: Yes... Team Members who don't meet our MVR requirements must sign a Driving Exception Agreement (also known as a non-driving agreement). (*link to .pdf of this form*) The purpose of this form is to document the fact that both the Team Member and management are aware of the Team Member's restricted driving status.

Q: I've heard about a **non-delivery** agreement. Is that the same thing as a **non-driving** agreement?

A: No... those are two separate agreements. A **Non-driving** Agreement is signed when a Team Member is not permitted to operate a motor vehicle – at all – in the course of his employment.

A **Non-delivery** Agreement is signed when a Team Member is not allowed to make deliveries, but can perform other duties that require driving, such as make bank deposits, pick up inventory items from another store, drive to doorhanging locations, etc.

Q: Can someone with a Driving Exception Agreement ride in a car with one of my Team Members – for example, to go doorhanging?

A: Yes, that's fine... there are no rules against a person with a Driving Exception Agreement **riding** in the car; they just can't **drive** as a Domino's Pizza Team Member.