

**MVR GRADING GRID-Employees**

	ACCEPTABLE	CONDITIONAL	UNACCEPTABLE
<b>Moving Violations</b> <sup>1</sup>	2 or fewer violations in the past 3 years.	3 violations in the past 3 years	4 or more violations in the past 3 years
<b>At-Fault Crashes</b>	1 or fewer crashes in the past 3 years	2 crashes in the last 3 years	3 or more crashes in the past 3 years
<b>Major Offenses</b>			A single citation in the past 3 years for any of the following offenses: -any alcohol or drug-related driving offenses -refusal to submit to a blood alcohol test -operating a vehicle more than 30 mph over the posted speed limit -leaving the scene of an accident -any felony crime committed with a vehicle

**Footnote 1:** Examples of Moving Violations include but are not limited to the following: speeding violations, aggressive driving violations, right-of-way violations, seat belt and other equipment violations, and certain administrative violations.

**MINIMUM DRIVER QUALIFICATIONS-Employees**

1. Possess a valid US or Canadian driver’s license with a classification appropriate to the type of Vehicle being driven, or a valid license from another country where a Vehicle is being operated.
2. Be at least 18 years of age and have one year of licensed driving experience prior to driving on University Business. Requests for exceptions to these requirements must be submitted to Risk Management in advance for review on a case-by-case basis.
3. Have an “acceptable” driving record, as defined by Risk Management above. Individuals who are unsure of their driving record may secure a copy of their MVR from their auto insurance provider or through the Indiana Bureau of Motor Vehicles.

**Refer to the Use of Vehicles for University Business policy for other driver responsibilities and procedures.**