

HWS MOTOR VEHICLE RECORD POLICY

- I.** All employees that drive company vehicles or their own vehicles in the course of Hobart & William Smith Colleges business must meet the MVR grading system. All employees shall have an MVR examined prior to driving and annually thereafter at the discretion of the HWS and/or the insurance company. Any job offer or continuance of a job that requires driving duties is contingent upon meeting the grading system. An employee must have a valid driver's license for three continuous years and be at least 21 years of age. A rented vehicle is considered an HWS vehicle.
- II.** Students who will drive HWS vehicles must meet the same criteria.

MVR DRIVING GRADE LAST 39 MONTHS

VIOLATIONS	AT FAULT ACCIDENTS	APPROVE DISAPPROVE	NOTES	
0	0	APPROVE		
1 SPEED	0	APPROVE	ONE MORE AND OUT	(1) (2)
1 SPEED	1	DISAPPROVE	SAFE DRIVER CLASS WILL REINSTATE	(2)
2 SPEEDS	0	DISAPPROVE	SAFE DRIVER CLASS WILL REINSTATE	(2)
0 SPEED	2	DISAPPROVE	SAFE DRIVER CLASS WILL REINSTATE	(2)
DWI/DUI	0	DISAPPROVE	MUST CLEAR 39 MONTH WINDOW	(3) (2)
1 TRAFFIC DEVICE	0	APPROVE	ONE MORE AND OUT	(1) (2)
2 TRAFFIC DEVICES	0	DISAPPROVE	SAFE DRIVER CLASS WILL REINSTATE	(2)

- (1) ANOTHER VIOLATION OR ACCIDENT WITHIN THE 39 MONTHS WINDOW WILL RESULT IN DISAPPROVAL.
- (2) PROOF OF COMPLETION OF SAFE DRIVER PROGRAM MUST BE SUPPLIED. THIS MUST BE TAKEN AFTER THE TRIGGER EVENT.
- (3) Completion of the state required DWI/DUI class and the safe driver class would be considered for reinstatement if no other violations or accidents on record.

The above general guidelines will be used for approval to drive either company vehicles or their own vehicle on company business. Any combination of two or more violations or accidents will result in disapproval.

MAJOR VIOLATIONS WILL INCLUDE:

- DWI/DUI
- FAILURE TO REPORT ACCIDENT
- LEAVING THE SCENE OF AN ACCIDENT
- SPEEDING
- FAILURE TO OBEY TRAFFIC DEVICE
- SUSPENDED LICENSE
- DRIVING WITH A SUSPENDED/REVOKED LICENSE
- VEHICULAR HOMICIDE, ASSAULT OR MANSLAUGHTER
- DRIVING UNINSURED VEHICLE