



Driver Standards for SSCIP Pool Members

The following is a list of the standards for all employees and/or volunteers that may be driving as a part of their duties. It is the responsibility of each SSCIP member to maintain documentation of all the driver standards below. This documentation will be made available at the request of SSCIP loss control staff.

1. All drivers should have evidence of a valid Arizona driver's license. A copy of the driver's license should be maintained on file by the insured member. If the driver is an out-of-state student, part-time resident, military, or lives in another state and drives to work in Arizona on a daily basis, an Arizona license is not required.
2. All current and prospective employees who may drive as part of their duties should have a driving record check through a copy of a Motor Vehicle Record (MVR) for the past 39 months and meet the SSCIP Driver Standards prior to being allowed to drive. If the person has not had an Arizona license for the past 39 months, a MVR from other states totaling 39 months must be obtained. (We recommend you have them bring the MVR when they come for their job interview, and have them sign a release that will allow you to share the information with SSCIP). For existing employees – a 39 month MVR is to be obtained on all current drivers on an annual basis. The SSCIP member will review the MVR with each employee who will drive and maintain a copy of all MVRs. If any employee is involved in an auto related claim and does not meet the SSCIP Driver Standards, the member will be subject to review for eligibility.
3. All employees who may drive as part of their duties should successfully complete a driver training class and demonstrate behind the wheel driving skills prior to being allowed to drive an insured vehicle. All existing employees who are required to drive should receive annual driver training and evaluation. Documentation of both the training and the skills demonstration should be maintained by the member.
4. All drivers should be 21 years old or older and have at least three (3) years driving experience.
5. All drivers should have a three-year history showing no more than one (1) at-fault accident or two (2) moving violation tickets that are not listed under the major tickets (Item 6. below)
6. No driver should have any of the following **major tickets** within the past three (3) years:
 - DUI or extreme DUI;
 - Racing on highway, reckless or aggressive driving;
 - Leaving the scene of an accident; failure to stop for a traffic signal, stop sign, or to yield the right-of-way causing a death;
 - Failure to stop for a traffic signal, stop sign, or to yield the right-of-way, causing a serious injury;
 - Speeding more than 21 mph above the posted speed limit or more than 86 mph regardless of posted limit; or
 - Driving on a suspended or revoked license
7. Employees/volunteers who use their own vehicles to transport clients should provide you with evidence of insurance on the vehicle used for the transport. It is recommended the employee maintains minimum limits of liability of \$100,000/\$300,000 or \$300,000 CSL with their own insurance company. Evidence of current coverage should be kept on file.

These Standards do not supplant, amend, or alter existing insurance agreements, and the insuring documents of the policy remain controlling.

SOUTHWEST RISK SERVICES, *ADMINISTRATOR*

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