

MEDIC Motor Vehicle Record Guidelines

All current and incoming employees that are expected to operate an Agency vehicle as part of their employment are required to comply with the Agency requirements outlined in this document.

Motor Vehicle Records for employees that operate Agency vehicles are reviewed upon hire and every six months thereafter. Employees must have and maintain an acceptable driving record while employed with Medic. The MVR review is based on a 5-year history and an acceptable driving record is defined as a record with:

- No more than three combined moving violations and/or at-fault accidents.
 - A moving violation is any violation of the law committed by the driver of a vehicle while it is in motion.
 - An at-fault accident is any accident in which the driver's actions were determined to have caused, or contributed to, a motor vehicle collision.
 - Non-moving violations are not counted against an MVR. They include but are not limited to paperwork violations, parking violations, and equipment violations.

Any convictions of a serious violation, within a 2-year period prior to hire or during employment, will be reviewed and could result in prevention of hire, removal from position, disciplinary action and/or termination of employment.

- Serious violations include but are not limited to Reckless Driving, DUI, DWI, or any suspension of driving privileges.

The Agency reserves the right to require proof of a completed substance abuse assessment from a treatment facility and/or proof of participation in training or treatment following any of the outlined serious violation charge or conviction. You may also be required to produce a DL123 form from your personal insurance company following a serious violation charge or conviction.

All drivers must:

- Be 18 years of age or older.
- Have and maintain an acceptable driving record (MVR) with the NC or SC Department of Motor Vehicles.
- Provide a copy of any new or renewed driver's license to Safety@medic911.com within 10 days of the change date. *State law allows 60 days for those moving from out of state to obtain a NC or SC driver's license.*
- Satisfactorily complete behind-the-wheel training, including classroom time and skills tests, under the instruction of approved agency trainers.
- Drivers with less than 2 years of driving experience may be required to attend additional drivers training before operating an Agency vehicle in their normal scope of duties.

Any employee who receives and is convicted of a driving infraction or is involved in a vehicle accident must report the incident to Risk and Safety within 72 hours of the occurrence. Any charge of a serious violation must be reported immediately. To report charges, accidents, convictions, or changes in driving status email Safety@medic911.com.

Failure to comply with the requirements within this document may result in disciplinary action up to and including termination.

The Agency reserves the right to modify the terms set forth in this document as deemed appropriate.