

## Exhibit # 2-4.2

### **EVALUATING DRIVER RECORDS**

Your organization should evaluate every driver's performance annually or as often as needed. You can use the matrix below for this purpose. When a Motor Vehicle Report is ordered and the results examined, you will be able to see if the driver has had any moving violations, in addition to reviewing your records to determine if they have had any at fault accidents.

In the past three years any accumulation of:

#### *Number of at fault accidents*

# of Moving Violations		0	1	2	3
	0	Acceptable	Acceptable	Moderate Risk	Severe Risk
	1	Acceptable	Moderate Risk	High Risk	Severe Risk
	2	Moderate Risk	High Risk	High Risk	Severe Risk
	3	High Risk	High Risk	Severe Risk	Severe Risk
	4	Severe Risk	Severe Risk	Severe Risk	Severe Risk

Moderate Risk:      Require closer monitoring of driving behavior, including driver testing.

High Risk:            Recommend disciplinary action for existing drivers, or no hire for a prospective driver.

Severe Risk:         Recommend that such a driver not operate any vehicle on behalf of the organization.

**Note:**                *Any one DUI case is considered in the "Severe Risk" category.*