



Best Practices for Newly Licensed Drivers

Managing the Risk of Newly Licensed Drivers

Driver Selection and entrustment of a company vehicle is a critical part of every contractor's overall risk management program. One of the most important steps in allowing employees to drive company vehicles is to follow a consistent process of driver selection, and evaluation of experience/expertise in driving assigned vehicles.

Effective January 1, 2015, many California residents are newly eligible to obtain California driver's licenses under new law. Assembly Bill 60 (AB60) requires the California Department of Motor Vehicles to issue an original driver license to an applicant who is unable to submit satisfactory proof of legal status in the United States. Employers are prohibited from discriminating against individuals eligible for these new drivers' licenses under Assembly Bill 60 (AB60).

Contractors will now have more employees asking to drive with the new AB60 driver's license. Most insurance companies prefer to have a documented 2-3 years of driving experience and that the employee has been road-tested in the vehicles they will be driving. Therefore to avoid a discrimination issue with these new drivers, it is important to have defined procedures and standards for new drivers or newly licensed drivers.

Here's what we recommend:

- Establish your company's driver selection criteria
- Make those criteria part of your Application for Employment, Employee Handbook and Fleet Management Handbook
- Include a statement that continuously meeting the driver selection criteria is a condition of employment and/or using a company vehicle, depending on the employee's scope of work
- Enforce the criteria uniformly – no "selective enforcement", no "exceptions"
- Participate in DMV, Employer Pull Notice (EPN) Program for all drivers assigned vehicles or employees driving on business.

Recommended Driver Selection Criteria:

- Drivers are at least 21 years old, with a minimum of 2-3 years licensed driving experience
- Driver must have a valid driver's license for the class of vehicle they will be driving
- Driver must pass an employer administered Road Test (see attached sample)
- Driver must acknowledge company's vehicle policies, including personal use of vehicle, cell phone, distracted driving, use of restraints, etc.
- Driver must have an acceptable driving record (see matrix on next page)

- As these drivers were not previously eligible for licensing, their MVRs are “clear”. Therefore the employer must be more diligent in assessing the employee’s driving fitness on an ongoing basis.

Driving Record Matrix (3-Year Look-back of Driver History):

	0 Preventable Accidents	1 Preventable Accident	2 Preventable Accidents	3+ Preventable Accidents
0 Violations	Clear	Acceptable	Borderline	Poor
1 Violation	Acceptable	Acceptable	Borderline	Poor
2 Violations	Acceptable	Borderline	Poor	Unacceptable
3+ Violations	Poor	Poor	Unacceptable	Unacceptable
Any Major Violation	Unacceptable	Unacceptable	Unacceptable	Unacceptable

Road Test Instructions:

Select a driving course that includes driving situations covering the aspects below in a 10 to 15 minute test. Minimum course requirements include:

- Brief highway driving (merging, lane change and exit activities)
- At least 3 traffic light controlled intersections involving stop/start, right turn, left turn and straight through situations. Try to incorporate a “right-on-red” situation
- At least two parking/backing situations
- At least one stop sign situation
- Where possible, incorporate curves, limited sight areas and hills into the course

Explain to the prospective driver that the test will establish a baseline of their driving abilities. Explain to them that the test begins prior to entering the vehicle.

Review the driver’s license and note the number, state and expiration date on the Test Record.

Direct the prospective driver through the test with minimal instruction or assistance. The purpose is to get an accurate feel for his/her overall driving ability.

Scoring:

Part 8 is scored independently on a pass/fail basis. Part 9 is scored on the specific equipment being tested.

Parts 1 – 7 cover separate components of overall driver ability. Parts 1 – 7 will result in one of three possible outcomes: Satisfactory, Probationary Pass, or Unsatisfactory (Fail).

To score, tally the total number of “No” blocks marked. Repeat, negative occurrences result in multiple “No” blocks being marked for that particular question/behavior. After the test, total the number of “No” blocks marked. This total is used to grade the test:

Satisfactory	0 – 10 “No” blocks
Probationary Pass	11 – 19 “No” blocks
Unsatisfactory	20 or more “No” blocks

A driver falling into the Probationary Pass category may be granted driving status with the understanding that they must complete driver training and successfully re-test within 30 days.

Record of Road Test – Class C Licenses Only

Driver's Name _____ Date _____

Driver's License Number _____ State _____ Expiration Date _____

Vehicle Type: Private Passenger Pick Up Truck Panel Van

Special Equipment None List Equipment _____

Part 1. Pre-Trip Inspection

	OK	NO
Checks general condition of vehicle	<input type="checkbox"/>	<input type="checkbox"/>
Checks tires, lights, horn, wipers	<input type="checkbox"/>	<input type="checkbox"/>
Can locate and use four-way flashers	<input type="checkbox"/>	<input type="checkbox"/>
Checks and adjusts mirrors	<input type="checkbox"/>	<input type="checkbox"/>
Fastens seat belt	<input type="checkbox"/>	<input type="checkbox"/>

Part 2. Placing Vehicle in Motion

Starts vehicle without difficulty	<input type="checkbox"/>	<input type="checkbox"/>
Allows for warm-up without excessive acceleration	<input type="checkbox"/>	<input type="checkbox"/>
Checks gauges/instrument panel	<input type="checkbox"/>	<input type="checkbox"/>
Applies brake before shifting	<input type="checkbox"/>	<input type="checkbox"/>
Checks mirrors and/or around vehicle before moving	<input type="checkbox"/>	<input type="checkbox"/>
Maintains proper grip on steering wheel	<input type="checkbox"/>	<input type="checkbox"/>
Maintains good driving posture	<input type="checkbox"/>	<input type="checkbox"/>

Part 3. Intersections

Approaches at safe speed	<input type="checkbox"/>	<input type="checkbox"/>
Prepared to stop before entering intersection	<input type="checkbox"/>	<input type="checkbox"/>
Avoids sudden stops and starts	<input type="checkbox"/>	<input type="checkbox"/>
Stops before crosswalks/sidewalks	<input type="checkbox"/>	<input type="checkbox"/>
When stopped, rear tires of vehicle in front can be seen where they contact road	<input type="checkbox"/>	<input type="checkbox"/>
Checks cross traffic regardless of signal status (red, yellow or green)	<input type="checkbox"/>	<input type="checkbox"/>

Part 4. Turning at Intersections

Gets in proper lane well in advance	<input type="checkbox"/>	<input type="checkbox"/>
Signals well in advance	<input type="checkbox"/>	<input type="checkbox"/>
Does not enter intersection until left turn can be safely completed	<input type="checkbox"/>	<input type="checkbox"/>
Keeps wheels straight while waiting to make left turn	<input type="checkbox"/>	<input type="checkbox"/>
Looks both ways prior to making right-on-red turn	<input type="checkbox"/>	<input type="checkbox"/>
Turns smoothly while in center of lane	<input type="checkbox"/>	<input type="checkbox"/>
Turns into same lane that turned from	<input type="checkbox"/>	<input type="checkbox"/>

Part 5. Speed and Space Management

	OK	NO
Maintains assured clear distance based on 2 second rule of clearance (i.e. does not tailgate)	<input type="checkbox"/>	<input type="checkbox"/>
Adjusts speed properly to conditions (road and traffic conditions, legal limits)	<input type="checkbox"/>	<input type="checkbox"/>
Slows down for curves and in other limited sight areas	<input type="checkbox"/>	<input type="checkbox"/>
Scans ahead – 1-2 blocks city and or 1/4 mile on highway	<input type="checkbox"/>	<input type="checkbox"/>
Checks mirrors every 3-5 seconds	<input type="checkbox"/>	<input type="checkbox"/>
When changing lanes maintains safe clearance from other vehicles	<input type="checkbox"/>	<input type="checkbox"/>
Signals intent to change lanes or merge well in advance	<input type="checkbox"/>	<input type="checkbox"/>
Stays in center of lane	<input type="checkbox"/>	<input type="checkbox"/>
Moves are smooth with no sudden stops, lane changes or accelerations	<input type="checkbox"/>	<input type="checkbox"/>

Part 6. Backing/Parking

Checks around vehicle prior to backing	<input type="checkbox"/>	<input type="checkbox"/>
Avoids backing from blind side	<input type="checkbox"/>	<input type="checkbox"/>
Asks for guidance/assistance	<input type="checkbox"/>	<input type="checkbox"/>
Shuts off radio and opens window	<input type="checkbox"/>	<input type="checkbox"/>
Looks back as well as using mirrors	<input type="checkbox"/>	<input type="checkbox"/>
Backs immediately after looking	<input type="checkbox"/>	<input type="checkbox"/>
Backs slowly and smoothly	<input type="checkbox"/>	<input type="checkbox"/>
Parks in center of space	<input type="checkbox"/>	<input type="checkbox"/>
Parks in manner minimizing backing needs (e.g. pulls through)	<input type="checkbox"/>	<input type="checkbox"/>
Parks in legal area only	<input type="checkbox"/>	<input type="checkbox"/>
Applies parking brake at completion	<input type="checkbox"/>	<input type="checkbox"/>
Pulls into space smoothly with little or no jockeying back and forth	<input type="checkbox"/>	<input type="checkbox"/>

Part 7. General Courtesy and Safety

Yields right-of-way for safety	<input type="checkbox"/>	<input type="checkbox"/>
Does not crowd other drivers	<input type="checkbox"/>	<input type="checkbox"/>
Does not force way through traffic	<input type="checkbox"/>	<input type="checkbox"/>
Allows faster traffic to pass	<input type="checkbox"/>	<input type="checkbox"/>
Does not overuse horn	<input type="checkbox"/>	<input type="checkbox"/>
Does not use gestures, etc. that can lead to "Road Rage" situations	<input type="checkbox"/>	<input type="checkbox"/>

Part 8. General Driving Ability and Habits

	YES	NO
Consistently alert and attentive	<input type="checkbox"/>	<input type="checkbox"/>
Consistently aware of changing traffic conditions	<input type="checkbox"/>	<input type="checkbox"/>
Performs routine functions without taking eyes off road	<input type="checkbox"/>	<input type="checkbox"/>
Checks instruments regularly	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates self confidence in driving	<input type="checkbox"/>	<input type="checkbox"/>
Is not abnormally nervous or apprehensive	<input type="checkbox"/>	<input type="checkbox"/>
Is not easily angered	<input type="checkbox"/>	<input type="checkbox"/>
Good personal appearance, manner and cleanliness	<input type="checkbox"/>	<input type="checkbox"/>

Part 9. Use of Special Equipment:

List: _____

General Performance: Total number of **NO** blocks marked in **Parts 1 through 7:** _____

Satisfactory (0-10) _____ **Probationary Pass (11-19)** _____ **Unsatisfactory (20 or more)** _____
(Qualified to drive) (Needs Training) (No driving authority granted)

Qualified for: Private Passenger Pick Up Truck Panel Van

Special Equipment: None List Equipment _____

Driver Signature: _____

Examiner's Signature: _____ Date Completed: _____

Contact Cindy Johnson, at 408.418.2735, cjohnson@pentarisk.com, or your PentaRisk broker or account executive for more information on *Best Practices for Newly Licensed Drivers*, at www.pentarisk.com.

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