



ALABAMA MUNICIPAL INSURANCE CORPORATION MUNICIPAL WORKERS COMPENSATION FUND, INC.



Loss Control Division

PERFORM MOTOR VEHICLE RECORD CHECKS

Examine applicants' driving records carefully and consistently as a routine part of the screening, background investigation, and hiring process.

The driving record is a good indicator of future performance. Thoroughly evaluate drivers with histories of traffic violations or accidents.

The following is a partial list of conditions or convictions that should cause immediate concern:

- Two at fault accidents in the past three (3) years, or
- Two incidents in the past three (3) years as a result of which the individual was found responsible for committing civil infractions while operating a motor vehicle, or
- In the past three (3) years a combination of one (1) at fault accident and one (1) incident as a result of which the individual was found responsible for committing a civil infraction, or
- Operating under the influence of liquor or drugs, or
- Failure to stop or report an accident, or
- Negligent homicide, manslaughter, assaults involving the operation of a motor vehicle, or
- Driving on a suspended or revoked license.

Check that candidates possess, or can obtain any special license endorsements required by law – for example, a Commercial Driver's License (CDL) – for the type(s) of vehicle they will operate in the performance of their duties.

To check a driver's record, submit a written request on your entity's letterhead to the Alabama Department of Public Safety. Your letter should provide the candidate's name, license number, date of birth. The Social Security number can be sent in lieu of driver's license number but the driver's license number is preferred. Include a check in the amount of \$5.75 for each MVR.

Most requests are mailed the following day.

Submit your request to:
Alabama Department of Public Safety
Drivers' License Division
Attn: Becky Weldon
P. O. Box 1471
Montgomery, AL 36102-1471

Tel: (334) 242-4433

For those in or near the Montgomery area, you can go directly to the Alabama Department of Public Safety building located at 502 Washington Avenue to obtain a copy of the MVR. You will need to provide full name, driver's license number and date of birth.

NOTE: This document is not intended to be legal advice. It does not identify all the issues surrounding the particular topic. Public agencies are encouraged to review their procedures with an expert or an attorney who is knowledgeable about the topic. Reliance on this information is at the sole risk of the user.