

DRIVER'S RECORD CHECK_EXERCISE #2 ANSWERS

Instructions:

Within your assigned group, discuss the following questions and write down your responses in the space provided. Refer to the sample driving record report during your group discussion.

Candidate Background:

Candidate Michael Acceptance has been selected as the EFC for an Electrician position. This position is covered under the Michigan Building and Trade Construction Trades Council collective bargaining agreement.

1. What criteria will your group use to access the EFC's driving record report? What concerns do you have regarding the driving records check results that you have received for Michael A.?

Assessment:

- Determine whether license is valid
- Review for traffic violations and severity of stated violations
- Review length of time since occurrence for egregious traffic violations

Concerns:

- Invalid driver's license
- DUI in 2012

2. What steps will you take after reviewing the motor vehicle check portion of the report?

- Send Pre-Adverse letter
- Copy of Background Check Results/Consumer Report
- Summary of Rights Under the FCRA
- Follow-up with Adverse Action letter if no material supplemental info is provided by EFC
- Follow record retention guidelines