



EMBARK SAFETY'S MVR Monitoring User Guide

While any role can handle these tasks, we've outlined a suggested structure for managing MVR Monitoring effectively.



01

HR Teams & Recruiters

1) Fill out the driver template.

- Include every employee who drives for the company.
- Ensure the 5 touch points are filled out: First and Last Name, Date of Birth, State of License, and Driver's License Number*.
- Use locations and groups to organize drivers efficiently.
- Be sure to include your drivers' emails if you would like to assign driver training.

2) Gain consent from your employees to pull their Motor Vehicle Record (MVR).

- Once onboarded, you can use our electronic consent form for easy authorization or use your own form if preferred.

3) Pull the MVR and enable monitoring for the driver.

- Your customer success specialist will schedule the initial MVR review based on your driver template.
- Enable monitoring to receive near real-time alerts for any negative changes.

*Some states may require additional information to enable monitoring.



02

Safety & Fleet Managers

1) Monitor New MVR alerts.

- Regularly review alerts and take any necessary corrective actions for drivers with incidents.

2) Verify medical card and driver's license status.

- Make sure medical cards and driver's licenses are valid and current.
- Be sure to update the dates for expired medical cards and driver's licenses.

3) Customize and review MVR scores.

- Customize MVR scoring to align with your company's driver policy and insurance standards.
- Regularly check each driver's color score and immediately remove any driver with a "red" score or any other critical score from driving duties.



Risk & Operations Managers

1) Assign driver training.

- Assign training modules to drivers based on MVR violations.

2) Review reports and the dashboard.

- Download reports to track MVRs activity, license and medical card status, and driver training completion.
- Use the dashboard to share reports with your team and conduct internal audits.

3) Organize and maintain compliance.

- Use our Driver Qualification File Manager to store your DQ Files.
- Set reminders to keep all documentation up to date.
- Schedule annual MVRs.

After completing onboarding, your Customer Success Specialist will conduct a training session for you and your team to walk through the platform and share best practices.

Be sure to invite everyone who will be responsible for managing the platform!



Discover How to Protect Your Drivers and Reduce Risk

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“We are required to maintain monitoring and reporting to be compliant. This system allows us to capture driving issues, allows us to set an annual schedule, and includes DOT medical certificates. This system is our go-to for everything and many of our other reports spin-off from this system.”

DOT Compliance & Administration Manager

[G2 Reviews](#)

“Embark Safety has provided invaluable customer service and resources as our organization has transitioned to a Fleet Program. The Dashboard and online functionality are easy to navigate and use.”

Director of Commercial Excellence

[Capterra reviews](#)

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