

# SEH Driving Program

## CONSIDERATIONS FOR FINAL CANDIDATES



SEH is a growing Company serving multiple clients across the nation, and we strive to recruit and employ great people. We are in the final stages of the hiring process and we're glad you are considering SEH. Some of the people who join our Company are required to drive a vehicle to carry out their job responsibilities successfully. These positions may include those who regularly visit clients, attend project meetings at locations outside of an SEH office, travel to project sites or are required travel to different SEH offices.

For SEH to be compliant with the Driving Program mandated by our insurance company — as well as keep our employees and others safe — all candidates who proceed to the final stage of the hiring process must sign an acknowledgement which grants SEH permission to access your Motor Vehicle Record (MVR). Even if the position you are considering does not require driving as part of your SEH responsibilities, you must provide permission to access your MVR.

Once you provide this acknowledgement, SEH will request a copy of your MVR. This information will only be seen by Human Resources representatives.

In the event you have no violations on your MVR within the last three years, we will proceed with the hiring process.

If your potential position requires you to travel more than 1,000 miles a year — not including to and from work — to perform your job responsibilities successfully and you have violations on your MVR within the last three years, SEH Human Resources and your hiring manager will meet with you to discuss how to proceed. Factors considered when determining the approach to proceed through the hiring process vary depending upon the nature and frequency of violations. If these violations occurred three years or more prior to your potential hire date, they are not considered.

If your potential position does not require you to travel more than 1,000 miles a year — not including to and from work — and you have violations on your MVR, Human Resources and your hiring manager will discuss options prior to moving forward with the hiring process.

We hope you value the safety of SEH employees and others as much as we do. We look forward to our continued discussions as you proceed through the hiring process.

