

HUMAN RESOURCES POLICY MANUAL



Topic: **MOTOR VEHICLE RECORD (MVR) POLICY**

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Purpose

The purpose of this policy is to confirm those persons entrusted to operate a University of Alabama (“University”) owned, leased, rented, or dealer/vendor loaner vehicle (collectively known as “University vehicle”) have a driving history that reflects responsible driving behavior and compliance with traffic laws. The Office of Risk Management applies Motor Vehicle Record (MVR) review guidelines generally considered to be reasonable and prudent in an effort to reduce accident potential and to prevent allegations of negligent entrustment should a University driver be involved in an accident.

Policy

MVR reports are required for all individuals who are expected to drive, on a regular or routine basis (i.e. daily, weekly or regularly scheduled), a University vehicle. This includes, but may not be limited to, volunteers, students, faculty and staff. It also includes spouses and dependents of the aforementioned individuals if they, too, drive University vehicles on a regular or routine basis with permission from the appropriate University official.

Procedures

- 1. Authorization** - Every driver seeking approval to operate a University vehicle must authorize the University to review his/her MVR. This requirement applies to every employee, student, volunteer, spouse or family member seeking approval to operate a University vehicle other than the exceptions noted below. Prospective drivers should use the link provided on the UA Risk Management website titled “Motor Vehicle Record (MVR) Authorization” to provide the University with authorization and the necessary information. The department responsible for the driver will be notified of the approval or denial and the details that resulted in the denial will be provided.
- 2. MVR Review Frequency** – In addition to the initial review, the MVR authorization allows the University to periodically check the MVR of an active driver. The frequency of the periodic check is dependent on the driver’s history of moving violations and at-fault accidents.
- 3. Review Criteria** – Risk Management is responsible for the decision to accept or reject a request for driver approval based on criteria established by the University as follows:

Unacceptable - 5 Years from Date of Offense:

- Driving Under the Influence or While Impaired (DUI/DWI) – Alcohol or Drugs
- Negligent Homicide, Manslaughter or a Felony Involving a Motor Vehicle
- Evading Law Enforcement
- Assault with a Motor Vehicle
- Hit & Run or Leaving the Scene of an Accident

Unacceptable – 3 Years from Date of Offense

- Three or More (Combined) At-Fault Accidents or Moving Traffic Violation
- Reckless Driving
- Speeding – Greater than 85 MPH or In Excess of 25 MPH Above Posted Limit

Unacceptable – Within the Past 12 Months

- Two or More (Combined) At-Fault Accidents or Moving Traffic Violations
- Driving on a Suspended or Revoked License

4. **Prospective Employees** - If the job duties of a prospective employee include operating a University vehicle, the prospective employee must complete the electronic MVR authorization provided to them by Human Resources. If a prospective employee has an out-of-state driver license, the processing time may be greater than normal and may require a state-specific MVR authorization. Risk Management will inform Human Resources of any special state-specific requirements.
5. **MVR Denial Review Process** - A driver whose MVR is determined to be “unacceptable” may request to have the MVR reviewed by Risk Management. The driver is responsible for obtaining all necessary information such as accident reports, court records and records from the agency(s) that maintain records of traffic convictions/accidents and submitting this information to Risk Management. This review is to allow the driver to correct or clarify entries on his or her MVR, but is not intended to be a request for an exception.
6. **Department & Driver Responsibilities**
 - a. The department is responsible for directing the prospective driver to the authorization link described in paragraph 1 above. In most cases, the MVR review process takes 2 to 3 business days once the MVR Authorization form is received by Risk Management. Since the MVRs are maintained by a state agency where the driver holds a license, there may be delays in states that are less responsive. Please note that a few states require a state-specific MVR authorization form.
 - b. Risk Management will periodically provide a list of approved drivers to each responsible department and request that the department remove any person that is no longer affiliated with the University or for whatever reason will no longer operate a University vehicle.
 - c. All authorized drivers of University vehicles are required to complete an online defensive driving program. The program is on the Risk Management website and a log-on ID or password is not needed. This online course must be completed within 30 days of receiving authorization and is only required upon initial authorization. Additional training is required for drivers prior to operating passenger vans (capacity of 9 or more including the driver) and carts that are typically an altered or modified version of a golf cart to accommodate passengers or a utility bed/enclosure. Contact Ms. Dora Hobson in Risk Management via e-mail or phone (dhobson@fa.ua.edu or 205-348-4535) for access instructions for the on-line van and cart training programs.
 - d. Comply with the University’s Driver Safety and Vehicle Management Program. This program provides details on department and driver responsibilities, minimum driver qualifications, training requirements, safe vehicle operations, vehicle use restrictions, and the obligation to comply with traffic laws. The current Driver Safety and Vehicle Management Program is available on the Risk Management website.

e. Drivers are responsible for all fines, penalties, legal fees or other costs resulting from a citation or traffic/parking violation issued while operating a University owned, leased or rented vehicle. The driver may, at his or her expense elect to contest the citation or traffic/parking violation and have the matter adjudicated by the court assigned to hear such matters. The driver must adhere to the decision of the court and pay the fines, costs, interest or other charges levied by the court to conclude the matter. Should the court allow the driver to attend a driving school in lieu of a fine or penalty, the driver must pay the cost of the driving school.

f. If a citation is issued to a University vehicle by a “red-light” camera or other unmanned device, the department assigned the vehicle must identify the driver at the time/date the citation was issued and require the responsible driver to respond as instructed in the citation notice.

g. Whenever a driver or department is aware of an unusual situation (e.g. trailer towing, hauling personal cargo, unusual trips or routes, operation of specialty vehicles, etc.), Risk Management should be contacted for guidance.

h. If involved in an accident, the driver must follow the accident response and reporting guidelines in the Driver Safety and Vehicle Management Program.

7. Exceptions

a. An exception is allowed for “**Limited Use**”. Limited use is defined as use of a department vehicle a maximum of 4 times per year for driving on campus or within a 5 miles radius of campus. If this exception is considered, it is the responsibility of the driver’s supervisor or manager to confirm that the driver has a valid license and to inform the driver of the area limitation. The driver’s supervisor or manager is responsible for limiting the frequency of driving to a maximum of 4 times per year.

b. Commissioned law enforcement officers and officials with the UA Police Department are subject to periodic departmental reviews and are exempt from the UA Risk Management driver approval process.

c. Persons driving short-term rental vehicles while traveling on University business who are not otherwise required to submit to the MVR review and approval process are exempt.

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