

Motor Vehicle Record (MVR) Policy

Unit: [Risk Management](#)

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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.

Policy

MVR reports are required for all individuals who are expected to drive a University vehicle on a regular basis. 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 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 or 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*

The following criteria are used to weigh an individual’s eligibility to operate a vehicle under the University safety program. An individual can be disqualified if the following violations are identified through any MVR, background check vendor, or through other information that becomes known to the risk manager.

A. Any of the following violations ever:

1. Vehicular homicide or assault
2. Conviction of a felony involving a motor vehicle

B. Any of the following violations occurring within five years of the date of review:

1. DUI/DWI/Refusal to Submit – Driving under the influence of alcohol or drugs
2. Open Container/Chemical Test Failure/possession of a controlled substance

3. Leaving the scene of an accident – hit and run
 4. Eluding or attempting to elude a police officer
- C. **Any of the following violations occurring within three years of the date of review:**
1. Reckless/Careless Driving
 2. Passing a loading or unloading school bus
 3. Racing
 4. Speeding in excess of 25 MPH over the posted speed limit
 5. Speeding over 85 MPH regardless of the posted speed limit
 6. Driving on a suspended or revoked license
 7. Three or more (combined) minor violations or at-fault auto accidents
- D. **Two or more minor violations occurring within one year of the date of review:**
Minor Violations are defined as any moving violation not specifically listed in any section above including, but not limited to, speeding tickets, at-fault auto accidents, suspensions/revocations, driving distracted or texting while driving.
- E. **Other circumstances which, under the discretion of the UA Director of Risk Management, constitute grounds to suspend privileges.**

These guidelines are not intended to serve as an inflexible checklist and will be reasonably interpreted by the UA Director of Risk Management with good judgment and discretion, in light of known and relevant circumstances.

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. Requests for exceptions must be made by the department head of the prospective driver to the UA Director of Risk Management.

6. *Department & Driver Responsibilities*

- a. The department is responsible for directing the prospective driver to the authorization link described in the Authorization section above. In most cases, the MVR review process takes 2 to 3 business days once the MVR Authorization form is received by Risk Management.
- 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 approved drivers of University vehicles are required to complete an online defensive driving program within 30 days of receiving a notice of approval. Refer to the Driver Safety Program for instructions.
- d. Comply with the University’s Driver Safety 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 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 before embarking on the trip.
- h. If involved in an accident, the driver must follow the accident response and reporting guidelines in the Driver Safety Program.

7. Exceptions

- a. Drivers may be exempt from the MVR review process for “Limited Use”. Limited use is defined as use of a department vehicle a maximum of 6 times per year for driving on campus or within a 5-mile 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 6 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.

Scope

This policy applies to employees, students, volunteers, spouses or family members seeking approval to operate a University vehicle.

Office of the Vice President of Finance and Operations

Signed:  7/24/2019
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