

# Authorization to Obtain Driver History

**Driving History Records** must be verified *BEFORE* use of an Eastern vehicle.

WHY? In order for the University to maintain effective oversight of University owned and operated vehicles, regular review of **Motor Vehicle Records (MVR)** will be completed for all operators of University owned vehicles. Drivers with unacceptable driving records may not be granted driving privileges until they are able to meet the required criteria defined below. MVR checks will be conducted regularly, will only be used to verify driving history, and will be destroyed after three years.

## Unacceptable Driving Records

Driving privileges may not be granted if:

- 1) auto body repairs are required due to driver negligence,
- 2) traffic violations/fines are incurred during use of an Eastern vehicle, **or if**
- 3) your DMV driving history reflects any of the following three criteria:
  - a) More than 2 moving violations and/or accidents in the most recent year.
  - b) More than 3 moving violations and/or accidents in the most recent 3 years.
  - c) Driver has major convictions in the last 5 years:
    - *Driving while intoxicated or "under the influence"*
    - *Leaving the scene of an accident*
    - *Careless or reckless driving*
    - *Homicide or assault through use of a motor vehicle*
    - *Drivers who currently have a suspended or revoked licenses*
    - *Eluding a police officer*

INSTRUCTIONS: In order to obtain driver privileges,

**Staff and Faculty** must complete this form and submit it to Finance and Operations, Ott Hall.

**Students** may either complete this form or purchase their MVR Report online from their State's DMV, in order to present it during their van license appointment with Security.

## Authorization for Driving History Verification

*I have read the above requirements and hereby authorize Eastern University to obtain and review my State Driver History in order to confirm my eligibility to drive an Eastern University owned and/or operated vehicle.*

Vehicle Type:  E U Van  Auto Eastern ID Number: \_\_\_\_\_

Personnel Type:  Student  Employee  Other explain: \_\_\_\_\_

Authorizing Department: \_\_\_\_\_

Name: \_\_\_\_\_

Driver License Number: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email or Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***If possible, please attach a photocopy of your driver's license.***

The above driver requirements apply to all Van License applicants as well as drivers of other Eastern University vehicles. If you have any questions regarding this policy, your MVR review or Eastern University's Automobile Insurance, please feel free to contact Sarah Getz, Executive Assistant for Finance and Operations.