

MVR INFORMATION-ANNUAL REQUIREMENT

- As part of the Shawnee State University Motor Vehicle Review (MVR) Policy, we are required to annually update driver record information on employees and volunteers who are:
 - Driving University vehicles
 - Transporting students on University business/activity
 - Using a University-sponsored rental vehicle (e.g. van)
- Please complete the following driver information, read the motor vehicle report authorization statement and sign where indicated below.

Driver Information:

Name: _____

Employee: Position Title: _____ Department: _____

Volunteer: Area Assigned to: _____

Home Address: _____

Date of Birth: _____ Drivers License #: _____

State License is Issued: _____ Expiration Date of License: _____

Motor Vehicle Report Authorization:

This authorizes the procurement of a motor vehicle report by Shawnee State University as part of the requirements for obtaining permission to drive on SSU business and transporting students and/or staff. The procurement of this report is subject to the provisions of the Fair Credit and Reporting Act, which allow this form to remain on file and serve as ongoing authorization for this report when needed.

Please Check one:

Due to the nature of my job duties and/or need for frequent travel, I consent to a continuous review of my driving record. I understand that a Motor Vehicle Report will be obtained on an on-going basis (at least annually) in order to maintain my current driving privileges. This authorization will terminate upon written request to Human Resources or at which point I am no longer affiliated with Shawnee State University.

I authorize Shawnee State University to review my Motor Vehicle Report for a one year period. Upon expiration, I understand that I must complete a consent form if future travel is required.

Employee/Volunteer Signature

Date