

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: _____

Email Address: _____ Date you will be driving: _____

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.

STUDENTS:

If you are driving for athletics, student activities, or academic field trips you must have approval from the Vice President and or Dean of your department. Please reference Policy No. 4.76; 6.0 Driving rules – student activities/athletics and 7.0 Driving rules – academic field trips before driving.

Employee/Volunteer Signature

Date