

**Villanova University
Policy and Procedure Manual**

**Subject: Motor Vehicle Record Policy
for Drivers of University
Vehicles**

**Effective: June 2005
Revised:**

I. PURPOSE

The purpose of this policy is to set forth the requirements applicable to all drivers of University owned, leased, or rented vehicles. The University intends to provide a safe and healthy environment for all students, employees, and visitors. This policy is intended to safeguard people, protect equipment, and reduce the frequency and severity of accidents on and off campus involving University vehicles.

Driving a University vehicle is a privilege and Villanova University reserves the right to deny or revoke the driving privileges of any driver in the event that the driver does not meet the requirements of this policy.

II. SCOPE AND APPLICATION

This policy applies to all Villanova University employees, students or any other persons to whom the University grants the privilege of operating a University owned, leased, or rented vehicle for University business.

III. DEFINITIONS

MVR – Motor Vehicle Record

Violation – Any motor vehicle driving violation

University Vehicle – Any vehicle owned, leased, or rented by the University for University business intended to be insured by the University’s automobile insurance policy.

IV. DRIVER REQUIREMENTS

The University may grant the right to drive a University vehicle to an employee or student only if the driver meets all of the criteria set forth in this policy. The University may revoke a driver’s right to drive a University vehicle in the event that the driver does not meet the criteria outlined in the policy or fails to follow the requirements of this policy.

A. All drivers of University Vehicles must comply with the following:

- Have a valid United States driver's license for the class of University vehicle that the individual drives or seeks to drive.
 - Immediately notify their supervisor or manager if their driver's license is suspended, revoked, or has any limitations or restrictions. The supervisor should notify the Manager of Risk Management & Insurance in these instances.
 - Meet the insurability standards set forth by the University's insurance carrier as defined in this policy.
 - Observe all applicable federal, state, and local motor vehicle laws, ordinances and regulations.
 - Report all incidents in accordance with established University procedures and cooperate in any investigation of the incident and any subsequent proceedings.
 - Wear a seat belt at all times and ensure that all passengers wear their seat belts as well.
 - Submit a completed MVR consent form to the Manager of Risk Management & Insurance authorizing the University to check the driver's MVR.
 - Maintain a MVR that satisfies the standards for an acceptable MVR as set forth in this policy.
- B. All drivers of University Vehicles are prohibited from engaging in the following:
- Knowingly operating an unsafe vehicle.
 - Consuming or being under the influence of alcohol or any substance that may cause impairment while operating a University Vehicle.
 - Offering rides to unauthorized passengers.
 - Driving University Vehicles for unauthorized personal use.

V. PROCEDURES

A. Before the University grants the privilege to drive a University vehicle, the University must determine that the individual meets the requirements of this policy, including having an acceptable MVR.

B. In order to determine that the driver has an acceptable MVR, the prospective driver must submit a copy of his/her driver's license along with the completed MVR Consent Form to the Manager of Risk Management & Insurance authorizing the University to obtain and review the driver's MVR. The MVR Consent Form can be found on page 5 of this policy. It is the department's responsibility to ensure the drivers in their department have submitted MVR Consent Forms.

C. The University may at any time review a driver's MVR to determine if the driver has an acceptable MVR in accordance with University criteria. The University expects to review a prospective driver's MVR upon receipt of a department's request to add a new driver, and annually thereafter for any employees or students who drive University vehicles.

D. Once the MVR has been obtained from the appropriate state, it will be evaluated using the criteria outlined below:

MVR Criteria

Key to Types of Violations

Type A	Includes (but is not limited to) DWI/DUI/OWI/OUI, Refusing Substance Test, Reckless Driving, Manslaughter, Hit & Run, Eluding a Police Officer, any Felony, Drag Racing, License Suspension, and Driving While License Suspended.
Type B	Includes all at fault vehicle accidents, and speeding violations of 26 miles per hour or more over the posted speed limit.
Type C	Includes all moving violations not classified as Type A or Type B (Speeding 25 miles per hour or less, Improper Lane Change, Failure to Yield, Running Red Lights or Stoplights, etc.).
Type D	Includes all non-moving violations (Illegal Parking, Vehicle Defects, etc.).

If a driver has been cited for or involved in the following violations, the driver will no longer have an acceptable MVR and will have their Villanova driving privileges declined or terminated:

One or more Type A Violations in the preceding 36 months, or
Two or more Type B Violations in the preceding 36 months, or
Three or more Type C Violations in the preceding 36 months, or
One Type B Violation and two Type C Violations in the preceding 36 months.

If a driver has been cited for or involved in the following violations, the driver will no longer have an acceptable MVR and will have their Villanova driving privileges suspended for a period of 6 months:

Two Type C Violations in the preceding 36 months, or
Three or more Type D Violations in the preceding 36 months.

A driver may only be placed on probation twice. Any violations of any type following two probationary periods, will lead to the immediate revocation of driving privileges.

E. In the event a driver's MVR is found to be unacceptable, the Manager of Risk Management & Insurance will contact the driver's supervisor as well as Human Resources, if the driver is an employee, to notify them of the revocation or suspension of driving privileges.

VI. VAN TRAINING

In order for any individual to be eligible to drive a 15 passenger van, the individual must meet all of the requirements outlined in this policy as well as attend and successfully complete the van driver training course by Public Safety. Public Safety will provide a list of drivers that

have successfully completed the training session to the Manager of Risk Management & Insurance on a regular basis.

VII. ENFORCEMENT OF POLICY

Failure to meet the conditions of this policy, including maintaining an acceptable MVR, may result in revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action up to and including termination of employment.

Villanova University
Motor Vehicle Report Consent Form

I _____ give my consent for Villanova University to complete a background check on my previous driving record in accordance with Villanova's Motor Vehicle Record Policy for Drivers of University Vehicles. As part of this procedure, the University has my permission to order Motor Vehicle Records (MVRs) from any and all states in which I have currently and previously held a drivers license. I understand that Villanova University has an established MVR review program that my driving history will be compared against to determine my driving eligibility. I further understand that failure to release consent for Villanova University to conduct a background check on my previous driving record means, at a minimum, that I forfeit my driving privileges. In the event that I forfeit my driving privileges, I understand that, since my job duties include driving, my duties will be reviewed to determine whether I can continue my position without driving University vehicles and, if so, which additional non-driving duties the University will require.

_____ (Signature) _____ (Date)

Name (exactly as it appears on driver's license): _____

Position: _____ Department or Student Group: _____

Date of Hire (if employee): _____ Sex: _____ Date of Birth: _____

Driver's License #: _____ State: _____

Please attach a copy of your driver's license.