

## TRINITY INTERNATIONAL UNIVERSITY

**TIU POLICY:** Motor Vehicle Record (MVR) Policy

**TIU POLICY #:** P-703

**STATUS:** Approved, April 2012  
Updated, July 2015

---

### **I. PURPOSE:**

To exercise due diligence in ensuring that individuals driving Trinity International University (University) owned, leased, rented or hired vehicles (including personally-owned vehicles for which mileage is being reimbursed) are properly screened and have good driving records. The University believes that conducting regular Motor Vehicle Record (MVR) checks provides a reasonable means for assessing whether a propensity exists for dangerous driving behavior.

### **II. SCOPE:**

All employees and students who intend to drive a University owned, rented or hired vehicle.

### **III. POLICY:**

#### **A. Consent**

1. An individual's written consent is required before the University can obtain and review the person's MVR. Consent forms are available electronically and need to be submitted to Facility Services.
2. Consent forms are required to be submitted annually.

#### **B. Conducting the MVR check**

1. Process – Facility Services conducts the MVR check. MVR checks for new drivers are conducted as needed. Annual ongoing MVR checks are conducted in the fall of each calendar year.
2. Results – The overall result (pass or fail) of the MVR check is sent to the consenting individual and to their supervisor. If the individual desires to see the specific scoring components, they must contact Facility Services or indicate the request on the consent form. The specific scoring components are not provided to the supervisor.
3. Archiving – Driver lists are reviewed annually. For current drivers consent forms and results are kept secured/locked in Facility Services. For any driver removed from the

active driver list, all paper documents associated with that driver's MVR check are shredded. However, records are archived electronically with the service provider for all MVR checks.

**C. Scoring of MVR Results** – The table below identifies the point system used to score an MVR check:

CLASS	VIOLATION	POINTS
A	Driving while under the influence of drugs or alcohol. Refusing a breath test or other test designed to assess the presence of drugs or alcohol. Vehicular homicide. Driving on a suspended or revoked license. Leaving the scene of an accident. Fleeing police in a motor vehicle.	Immediate ineligibility plus 5 years ineligibility from the date of the infraction.
B	Citation for reckless driving. Drag racing offenses. Driving with an open bottle or the presence of drugs even if a breath test or other test reveals no level in the blood.	Immediate ineligibility, plus 1 year from the date of the infraction.
C	Speeding 20 mph or more over the speed limit. Failure to report an accident in a timely manner. Any accident where a ticket is received and other individuals require medical attention beyond first aid at the scene.	7.5 points
D	Any other moving violations. Any accident where a ticket is received and other individuals do not require medical attention beyond first aid at the scene.	5 points
	Vehicle Safety Training	Points Credited
	Completion of a state/court approved driving course.	3 points, applicable only to categories C and D above.

Driver Eligibility – a driver must not have accumulated 15 or more points in the most recent 36 months (measured as of the date the MVR check is conducted). An individual who accumulates 15 or more points over the 36 month period will be ineligible to drive a University owned, leased, rented or hired vehicle. If the individual is an employee of the University and the employment position is contingent upon the ability to drive a University owned, leased, rented or hired vehicle, employment status may be jeopardized as a result of a failed MVR check.

Additionally, the University may, at its discretion, deny driving privileges to any individual, where in its judgment, doing otherwise would constitute negligent entrustment.