



Topic: **Motor Vehicle Record Policy**

Policy #: 125.00

Version: 1.0

Effective Date: 1/1/2004

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## Purpose

The purpose of this policy is to establish compliance with requirements of the automobile insurance carrier for The University of Alabama System. The insurance carrier determines what is an acceptable driving record (for insurance purposes) for an individual who drives University-owned, leased or loaned vehicles, or who will drive such vehicles in the future. The insurance carrier uses Motor Vehicle Record (MVR) reports to determine if drivers meet the carrier's criteria.

## Policy

Annual Motor Vehicle Record (MVR) reports will be required by the insurance carrier for all individuals who drive or who will drive, on a regular or routine basis (i.e. daily, weekly or regularly scheduled), vehicles that are owned by or leased to or loaned to The University of Alabama. This includes, but may not be limited to, volunteers, students, faculty and staff. It also includes spouses and dependents of the aforementioned individuals if they, too, drive University-owned, leased or loaned vehicles on a regular or routine basis.

## Procedure

1. It is the responsibility of the Office of Risk Management to annually contact supervisors and department heads and to obtain lists of individuals who drive University-owned, leased or loaned vehicles on a regular or routine basis.
2. It is the responsibility of supervisors of those individuals who drive on a regular or routine basis to identify those drivers, to obtain signed MVR release forms annually from those drivers and to submit the signed releases to Risk Management by the specified deadline.
3. The Office of Risk Management will submit the signed MVR release forms that it received from the departments to the current University insurance carrier.
4. The current University insurance carrier will obtain the necessary MVR reports and will review the results of the reports. The insurance carrier will provide reports to the Office of Risk Management designating whether or not individuals are approved or disapproved to drive University-owned, leased or loaned vehicles.
5. The Office of Risk Management will notify department supervisors of the drivers who are listed in the insurance carrier's reports as approved or disapproved to drive University-owned, leased or loaned vehicles. An appeal process is available (see #12 below).

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6. When new drivers are designated or will be designated to drive University-owned, leased or loaned vehicles and acceptable MVR's are required, a minimum of 30 days advance notice should be provided to Risk Management in order to process requests to have MVR reports obtained from the insurance carrier.
7. No individual should be assigned a University-owned, leased or loaned vehicle to drive on a regular or routine basis unless that individual is currently approved by the University's insurance carrier to drive such vehicles.
8. Effective January 1, 2004, all new drivers of University-owned, leased or loaned vehicles must be at least 21 years of age, must have 3 years driving experience and must be approved to drive such vehicles on a regular or routine basis by the University's insurance carrier.

Note: Individuals who are current University employees and who, as of January 1, 2004, drive on a regular basis University-owned, leased or loaned vehicles are exempted from the age 21 minimum requirement, provided they are at least 18 years old.

9. Effective January 1, 2004, all drivers of University-owned, leased or loaned 15-passenger vans will be required to successfully complete a University-administered Defensive Driving Course.
10. Effective September 1, 2004, all drivers of any other type of University-owned, leased or loaned vehicles (passenger automobiles) who drive on a regular or routine basis will be required to complete the University-administered Defensive Driving Course.
11. All regular or routine drivers of University-owned, leased or loaned vehicles (passenger automobiles) will also be required to successfully complete a Risk Management-administered Vehicle Safety Management Program. The Vehicle Safety Management Program includes qualifications, training, responsibilities and requirements for all drivers of University vehicles and includes information on the University's Defensive Driving Course.
12. In addition, the Vehicle Safety Management Program includes information on the appeal process that is available to University employees who disagree with the content of the insurance company's MVR reports and/or the insurance carrier's decision not to approve the individuals to drive University vehicles on a regular or routine basis.

Refer to the Vehicle Safety Management Program on the UA website at <http://bama.ua.edu/~hr/riskmgmt/index.htm> or contact Risk Management for detailed information regarding driver and department/unit responsibilities.

Department heads/supervisors will ensure that individuals under their direction comply with this policy and with the Vehicle Safety Management Program and the Defensive Driving Course when applicable.