The administration of Virginia Wesleyan College takes seriously the safety of its employees and students and expects anyone driving a college-owned vehicle as well as employees using personal vehicles in the course of College business to have a current driver’s license and to maintain a safe driving record. The following guidelines have been established to include Motor Vehicle Record (MVR) acceptability levels for prospective drivers and current Virginia Wesleyan drivers. It is Virginia Wesleyan’s policy and a requirement that every employee and student with driving duties maintain an MVR that meets the requirements outlined in this policy.

**Purpose**

The purpose of this policy is to establish compliance with requirements of Virginia Wesleyan College’s liability insurance carrier. The insurance carrier determines what is an acceptable driving record (for insurance purposes) for an individual who drives College-owned or leased vehicles, or who routinely use personal vehicles in the course of College business. The insurance carrier uses Motor Vehicle Record (MVR) reports to determine if drivers meet the carrier’s criteria.

*To be clear, this MVR policy applies both to drivers of College-owned and/or leased vehicles as well as employees routinely using personal vehicles in the course of College business. Routinely can be defined as the need to drive on a weekly basis. We appreciate the adjustments you will make to your plans to comply with this policy.*

**Driver Selection and Qualification**

Virginia Wesleyan will examine MVR’s for all employees and students driving College owned vehicles and/or vehicles leased by the College prior to authorizing driving privileges and at least annually thereafter. Virginia Wesleyan College will examine MVR’s for all employees and students using personal vehicles routinely in the course of College business. Continued driving privileges in these positions requires maintenance of an MVR that meets the standards presented within this policy.
Procedure

1. Prior to making an offer of employment, for those positions whose job function may involve driving a College owned and/or leased vehicle for the College or driving routinely in the course of College business, an applicant will be required to provide a recent MVR, within the last 30 days, for review. An applicant who refuses to complete, sign and submit the form may not be offered employment.

2. For current employees and or students, prior to obtaining an MVR, the hiring supervisor, the Academic Dean, or Human Resources/Payroll will obtain consent from the employee or student. A current employee or student may personally provide a certified copy of their recent MVR, within the last 30 days, or may authorize the College to obtain the MVR on their behalf. A current employee or student who refuses to provide a recent MVR or who refuses to complete, sign, and submit the authorization form authorizing the College to obtain the MVR may not be allowed to continue as an employee should driving responsibilities be a part of the employee’s job description or may have driving privileges restricted, depending on the importance of driving to the position in question.

3. This written consent form will be forwarded to the Human Resources Department. Human Resources or Payroll will forward the request to the College’s third-party background service to obtain an MVR. The MVR will be obtained from the Virginia Department of Motor Vehicles and/or any other state in which the applicant, employee, or student is licensed or has recently been licensed to drive.

4. If the results of an individual’s MVR indicate that the applicant, employee, or student may be a driving risk, the Director of Human Resources will evaluate the findings and make a recommendation on hiring, continuing employment, or restricting driving privileges to the relevant supervisor if driving is pertinent to the position as written within the individual’s job description.

5. Questionable MVR’s will be forwarded to the College’s insurance carrier for final review.

General Information

1. MVR information will be used only for the purpose of this policy. All other Virginia Wesleyan policies will be observed when implementing this policy.

2. Offers of employment will be contingent on satisfactory results of the MVR check for those positions requiring employees to drive College owned and/or leased vehicles or personal vehicles routinely for College business.

3. Any MVR obtained during implementation of this policy will be maintained as confidential by the Human Resources Department.

4. The supervisor or the Director of Human Resources may verify or clarify any questions raised by the MVR with the relevant applicant, employee, or student.
Motor Vehicle Record Standards

Any applicant, employee, or student may be denied employment or continued employment if driving is pertinent to the individual’s responsibilities as defined in the job description while others may be restricted from driving a College vehicle or a personal vehicle for College purposes as part of the relevant position if any of the following combinations of offenses are found on the MVR:

1. One or more type “A” violations in the past 3 years
2. Three or more accidents in the past 3 years (regardless of fault)
3. Three or more type “B” violations in the past 3 years
4. Any combination of accidents and type “B” violations equaling four or more in the last 3 years.

A. Serious Offenses (as outlined by the DMV and recognized by insurance providers)

1. Leaving the scene of an accident
2. Reckless/careless driving
3. Speeding more than 15 mph over posted limit
4. Driving under the influence of alcohol or drugs
5. Use of vehicle in drug trafficking, reckless homicide, soliciting or unlawful use of weapons
6. Driving under suspension or revocation
7. Fleeing a police officer
8. Vehicle theft
9. Chemical test refusal
10. Improper or illegal lane change
11. Following too close

B. Minor Offenses

1. Stop sign and traffic signal offenses
2. Speeding less than 15 mph over limit
3. Improper turns, failure to signal, failure to yield, improper backing
4. Operating a defective vehicle
5. Failure to observe a funeral procession, crossing a fire hose
6. Seat belt violation
7. Registration, overweight or permit violations

The Director of Human Resources will be accountable for implementation and adherence to this program.