

8.4 MOTOR VEHICLE RECORD CHECK & VAN TRAINING

PURPOSE:

In accordance with Policy 5.1 of the Risk Management Manual, [Guidelines for Driving on Behalf of Baylor University](#), the purpose of this section is to clarify the requirements for and procedure to (1) obtain a motor vehicle record (MVR) in order to be placed on the Approved Drivers List and (2) request online training for 12-15 passenger vans.

SCOPE:

- A. Categories requiring driver approval
- Any faculty, staff, or student driving a Baylor-owned vehicle
 - Any faculty, staff, or student driving an Athletic dealer loaner vehicle
 - Any faculty, staff, or student renting or driving a rental vehicle for Baylor business
 - Any faculty or staff transporting Baylor students (other than their own child) on academic trips or non-academic Baylor related functions
 - Any student involved in Baylor Buddies or similar program who transports non Baylor youth to Baylor sponsored events
 - Any faculty, staff, or student who drives their own vehicle as a regular part of their job responsibilities and receives reimbursement for mileage. Regular is defined as more than four times per month.
- B. Categories requiring online training for 12-15 passenger vans
- Any faculty, staff, or student driving a Baylor-owned or rented 12-15 passenger van

PROCEDURES:

A. MVR Check

1. Faculty, staff or students requiring driver approval should go to the Risk Management website, [Driving for Baylor](#) section. Click on the *Authorization and Release to Obtain Information* form. Fill out and sign the form and submit it to the Risk Management Department via fax (X6256) or hand delivery to Sid Richardson, Suite 229.
2. The Risk Management Department will then submit the information on the authorization form to an outside agency to obtain the MVR of the driver. The driver will be notified via email whether he or she meets Baylor University's guidelines for approval as outlined in the *Guidelines for Driving on Behalf of Baylor*. Specific information concerning a driver's record or a copy of the MVR can only be provided to the driver upon showing proof of identity to the Risk Management Department.

B. Van Training

Persons who drive Baylor-owned or rented 12-15 passenger vans must meet MVR guidelines as well as take and make a passing grade on the online large passenger van course. Individuals requiring training should check the "yes" box on the *Authorization and Release to Obtain Information* form when applying for driver approval. An email containing login information for the course will be sent to the individual. When the course has been completed and passed, results are automatically reported to the Risk Management Department. This information is then added to the Approved Drivers List for that driver.