

*No certification necessary. Not considered a policy, but a clarification of a working procedure.*  
9/13/10

**UNIVERSITY of HOUSTON**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

RECEIVED AUG 30 2010

**SECTION:** Safety and Risk Management  
**AREA:** Risk Management

**Number:** 06.05.03

**SUBJECT:** Motor Vehicle Record Evaluation

**I. PURPOSE**

This document outlines policy and procedures in connection with evaluation of motor vehicle records of employees, students and volunteers who operate university owned or leased vehicles.

**II. POLICY**

- A. The University of Houston requires motor vehicle records (MVRs) on anyone authorized to operate a university ~~(owned or leased) vehicle on university business.~~
- B. The MVR consists of the driving records, both in-state and out-of-state, for the past three years.
- C. MVRs shall be requested annually for employees who operate a university vehicle for university business, using a Motor Vehicle Record Evaluation Request. The form is available on the Environmental Health and Risk Management Website ([http://www.uh.edu/plantops/ehrm/ehrm\\_fleet.html](http://www.uh.edu/plantops/ehrm/ehrm_fleet.html)). (<http://www.uh.edu/risk-management>) Normal requests are performed for no fee with a four-week turnaround. If a rush is needed (e.g. new hires), the requesting department must pay the service fee. The Environmental Health and Risk Management Department will process fee allocations via a purchase voucher supported by the request form with the requesting department's certifying signature.
- DC. Each Ddean/Ddepartment Hhead will notify the Environmental Health and Risk Management Department when MVRs should be obtained for new drivers, prior to extending the offer of employment. Post employment requests are acceptable when driving is incidental to the person's primary job responsibilities.
- E. No employee, potential employee, student or volunteer is allowed to operate a university vehicle until authorization has been approved.

**III. STANDARDS**

- A. The standards for determining whether a person can be granted driving privileges are as follows:
  - 1. Acceptable Driver:
    - Valid Texas driver's license
    - Out of townstate driver's licenses are not acceptable

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- No more than two moving violation convictions or at-fault accidents within the past year, or five within the past three years
- No Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) convictions
- No Driving Under Revocation
- No Involuntary Manslaughter convictions
- No Hit and Run convictions
- No Felony with a Vehicle convictions

Each year, one moving violation or at-fault accident may be offset with a state-approved defensive driving course approved for ticket dismissal. The cost of the course is paid by the employee and must be taken on the employee's own time.

## 2. Deviations from Acceptability Criteria

Department managers of any persons not meeting the above acceptability criteria will receive written notification from ~~Environmental Health and Risk Management~~, and a copy of the notification will be forwarded to Human Resources for placement in the employee's file. Employment-related driving is forbidden at that time. If current duties cannot be performed without driving responsibility, the employee may be reassigned to an available, non-driving position for which the employee is qualified. If no such position is available, the employee will be terminated.

If the manager of the individual not meeting the acceptability criteria would like to request an exception from the policy, memorandum outlining the reason for the exception should be sent to the ~~Executive Director of Environmental Health and Risk Management~~. A committee consisting of the ~~Executive Director of Environmental Health and Risk Management~~, Police Chief, General Counsel and Employment Relations Representative will review the request and determine whether the request will be granted, perhaps with restrictions or specific conditions.

## IV. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President for ~~Plant Operations~~ Finance

Review: \_\_\_\_\_ Every two years, on or before March ~~September~~ 1

## V. APPROVAL

Jim McShan  
Interim ~~Executive~~ Vice President for Administration and Finance

John M. Rudley

Motor Vehicle Record Evaluation

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Interim-President

Date of Interim-President's Approval: October 16, 2007

VI. ~~REFERENCES~~

~~Index Terms: Motor Vehicle Records~~  
~~Vehicles~~