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## UNIVERSITY of HOUSTON

## MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Safety and Risk Management  
AREA: Risk Management

Number: 06.05.03

RECEIVED JAN 18 2013

**SUBJECT: Motor Vehicle Record Evaluation (Interim)**

## I. PURPOSE

This document outlines policy and procedures in connection with the standards for determining driving privileges and evaluation of motor vehicle records of employees, students, and volunteers who operate vehicles for university business.

## II. POLICY

~~A. The University of Houston requires annual motor vehicle record checks (MVRs) on anyone authorized to operate a vehicle owned or leased by the on-university business. The use of a personal vehicle in the course of conducting university business is considered "business use."~~

~~B.~~

~~C. NOTE: This definition includes driving a personal vehicle to business meetings on or off campus, seminars related to business, work-study students working for departments, and meals where business is conducted.~~

B. MVRs shall be requested annually for employees who operate a vehicle owned or leased by the for university business, using a Motor Vehicle Record Evaluation Request. The form is available on the Risk Management Web site (<http://www.uh.edu/risk-management>).

C. Each dean/department head will notify the Risk Management Department when MVRs should be obtained for new drivers, prior to extending the offer of employment in cases where driving is an essential job duty. ~~Post-Post~~-employment requests are acceptable when driving is incidental to the person's primary job responsibilities.

D. No employee, potential employee, student, or volunteer is allowed to operate a university vehicle ~~on-university business~~ 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 state driver's licenses are not acceptable
- 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 within the past three5 years
- 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 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, a memorandum outlining the reason for the exception should be sent to the Director of Risk Management. A committee consisting of the Director of 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 Finance

Review: Every two years on or before September 1

Interim Due Date for Review: February 15, 2013

V. APPROVAL

Carl Carlucci

Executive Vice President for Administration and Finance

Renu Khator

President

Date of President's Approval: September 19, 2012

## REVISION LOG

Revision Number	Approved Date	Description of Changes
1	04/03/2001	Initial version
2	10/16/2007	Applied revised MAPP template to meet current documentation standards. The responsible party was changed from AVP for Administration to VP for Administration and Finance
3	05/17/2011	Applied revised MAPP template and added new Revision Log. In response to a regulatory audit, MAPP 06.05.03 was updated to require MVR checks for all employees that operate any vehicle for university business (not just university owned or leased). Section II.B was removed which states that the MVR consists of three years of in and out of state records. The use of a personal vehicle for conducting university business was defined and clarified in Section II. Out of state licenses were specifically identified as ineligible to operate university owned or leased vehicles. The necessity for MVR rush requests was removed due to recent procedure changes. The responsible party was also updated
Interim	09/19/2012	Removed information on personal vehicles used for university business in Section II.A. MAPP 06.05.03 now emphasizes vehicles owned or leased by the university, and the requirement for employees to fill out an MVR for driving vehicles which are owned or leased by the university. In Section II.C, the MVR should be filled out by employees prior to extending the offer of employment in cases where driving is an essential job duty. In Section III.A.1, the Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) conviction requirement changed from five years to three years
<u>4</u>	<u>TBD</u>	<u>Review cycle to remove "Interim" designation from MAPP 06.05.03</u>