

Central Texas College District Safety Policies and Procedures Manual

Policy No. 145: Motor Vehicle Records

I. PURPOSE

Enhance safety and minimize liability, by promoting safe driving practices and requirements.

II. SCOPE

This policy applies to all employees who drive in the United States, as either an occasional or as a primary driver and in the furtherance of their employment.

III. DEFINITIONS

- A. Motor Vehicle: Includes all personally owned or CTCD owned equipment, with gas or electric motor, to include club cars, lawnmowers, forklifts, etc.
- B. Automobile: Includes all personally owned or CTCD owned passenger cars, trucks, vans, busses or other motor vehicles that transport people.

IV. POLICY

- A. Prior to driving a motor vehicle for the purpose of performing employment-related duties, employees shall submit to Risk Management the required information for Risk Management to obtain a Motor Vehicle Report (“MVR”).
- B. Primary drivers include employees who are required to drive an automobile pursuant to the duties outlined in their job description. Occasional drivers are employees who may drive automobiles, on occasion, in furtherance of the performance of their duties of employment.
- C. MVR’s are required for all employees who drive an automobile as a primary or occasional driver, so long as the driving is in furtherance of the employee’s performance of his/her duties. Such driving does not include routine travel to and from work in an employee’s personally owned vehicle.
- D. Failure to obtain a clear MVR will prohibit the employee from driving any automobile for employment-related purposes, whether CTCD or personally owned, and may preclude the employee from operating any motor vehicle for the purpose of conducting CTCD business. Drivers whose MVR results fail to come back clear will be referred to Human Resources for further action, as warranted.
- E. MVR reports for employees shall be maintained by the CTCD Risk Management Department. All MVR reports shall be maintained in a secure and confidential manner and utilized only for CTCD business purposes.

- F. Risk Management shall obtain MVR updates at least annually for each approved driver.