

Memo to: All UH-Downtown/PS Holders
From: Dr. Loren J. Blanchard, President
Subject: Motor Vehicle Record Evaluation Policy

UH-Downtown/PS 02.A.16
Issue No. 7
Effective date: 04/20/2023
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1. PURPOSE

This Policy Statement outlines the guidelines for determining driving privileges and evaluation of motor vehicle records of employees, students, and volunteers who operate university-owned or leased vehicles for university business.

2. DEFINITIONS

- 2.1 At-fault accident: An accident in which an individual is ticketed and is ruled to have been responsible.
- 2.2 Motor Vehicle Record (MVR): A record that contains information about a person's driving history, including information about traffic violations, arrests, and convictions for driving-related incidents.

3. POLICY

- 3.1 No employee, potential employee, student, or volunteer is allowed to operate a university-owned or leased vehicle until a Motor Vehicle Record (MVR) has been completed, the results evaluated, and authorization has been obtained.
- 3.2 Motor Vehicle Record checks shall be conducted annually by the Office of Human Resources (HR) on those employees whose jobs require driving a university-owned or leased vehicle as an essential part of their job, and on those employees who have used fleet vehicles during the previous year.
 - 3.2.1 MVR's may be requested more frequently on employees with accidents or moving violations reported on their MVR.
- 3.3 The minimum standards (acceptability criteria) for determining whether a person can be granted driving privileges are as follows:
 - 3.3.1 Acceptable Driver:
 - Valid Texas Driver's license and;
 - No at-fault accidents within the past three (3) years, and;
 - No more than one (1) moving violation convictions within the past three (3) years.

3.3.2 Probationary Driver:

- Valid Texas Driver's license and;
- No more than one (1) at-fault accident within the past three (3) years, and;
- No more than two (2) moving violation convictions within the past three (3) years.

3.3.3 Unacceptable Driver:

- Any conviction for driving while intoxicated (DWI), driving under the influence of drugs (DUI), driving under revocation, involuntary manslaughter, hit and run, felony with a vehicle, or vehicular homicide, or;
- Three (3) or more moving violations within the past three (3) years, or;
- Two (2) or more at fault accidents within the past three (3) years, or;
- No valid driver's license.

3.4 Drivers classified as "Probationary" are required to complete a defensive driving course within sixty (60) days of receiving notice from HR of such probationary status, and prior to being authorized to operate a university-owned or leased vehicle.

3.4.1 The cost of the defensive driving course must be paid by the employee.

3.4.2 The defensive driving course must be taken on the employee's own time.

3.4.3 Employees may not operate a university-owned or leased vehicle until proof of successfully completing a defensive driving course is submitted to HR.

3.4.4 MVR's will be conducted on Probationary drivers every six months for a period of two (2) years.

3.5 Deviations from Acceptability Criteria

Department managers of anyone not meeting the above-stated acceptability criteria will receive written notification from the Office of Human Resources, and a copy of the notification will be placed 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(s) for the exception should be sent to the Vice President for Human Resources (VPHR) through their respective department head and vice president. A committee consisting of the VPHR and Police Chief will review the request and determine whether the request will be granted, and whether specific conditions and/or restrictions will be assessed.

4. PROCEDURES

- 4.1 The employee, potential employee, student, or volunteer will request the Motor Vehicle Records Check at least 48 hours before needing to drive a university-owned or leased vehicle by submitting an email to HR. The email must include the employee's name, email address, cost center for billing, and department's name.
- 4.2 HR is responsible for processing the background check. After HR receives the MVR request from the employee, an invitation from HireRight will be sent to the employee's email address. The employee will follow the instructions in the email provided by HireRight.
- 4.3 Following the guidelines specified on paragraph 3.3 above, the VPHR and Chief of Police will evaluate MVR reports and determine an employee, potential employee, student, or volunteer as a/an:
 - a. Acceptable Driver;
 - b. Probationary Driver, or;
 - c. Unacceptable Driver.
- 4.4 HR contacts the supervisor/administrative staff, employee, and Parking Office with the results of the MVR verification.
- 4.5 HR is responsible for running MVR's every six months for a period of two (2) years on those drivers classified as "Probationary."
- 4.6 Supervisors are responsible for assuring that "Probationary" drivers have successfully completed a defensive driving course and forwarding proof to HR.
- 4.7 Current employees transferring to a position which requires operation of a university-owned or leased vehicle are required to complete an MVR.
- 4.8 The cost for running an MVR is charged to the department for which the employee, potential employee, student, or volunteer will be driving.

- 4.9 HR is responsible for requesting MVR's every August for those employees whose jobs require driving a university-owned or leased vehicle as an essential part of their job, and on those employees who have used fleet vehicles during the fiscal year.
- 4.10 HR is responsible for processing requests from department managers for exceptions to the UHD MVR Evaluation Policy acceptability criteria, and reporting all exceptions granted, along with the rationale for each such granted exception, to the UH System Director of Risk Management on a quarterly basis, in compliance with [SAM 01.C.13](#).

5. REVIEW PROCESS

Responsible Party (Reviewer): Vice President for Human Resources

Review: Every three years on or before July 1st.

Signed original on file in the Office of Human Resources.

6. POLICY HISTORY

Issue #1: 05/16/94

Issue #2: 12/15/03

Issue #3: 07/11/08

Issue #4: 01/29/14

Issue #5: 08/15/16 – Reaffirmed as Issue #6

7. REFERENCES

[UH System Administrative Memorandum 01.C.13](#)