



## **BOISE STATE UNIVERSITY**

### **Office of Risk Management & Insurance Motor Vehicle Record Guidelines**

#### INTRODUCTION

These procedures are linked to University policy #7005.

Vehicle operations create substantial risk. A best practice for reducing vehicle risk is to ensure only safe drivers are allowed to operate vehicles on University business. Evaluating a driver's motor vehicle record (MVR) has long been a recognized component of the driver screening process.

Drivers with a history of accidents and moving violations are likely to continue driving in this manner and may pose an unacceptable risk to the organization. Drivers who operate Department of Transportation (DOT) regulated vehicles are required to include acceptable MVRs in the driver hiring and management processes.

Any University employee who operates a vehicle for University business, as an essential job duty, will be covered by these guidelines. This includes all staff operating University vehicles, personal vehicles or rental cars, while conducting business on behalf of the University, including employees who may only occasionally drive on University business, for example:

- Part-time and temporary employees, including interns
- Volunteers, coaches, and board members
- Employees who run University or job-related errands, such as post office runs, picking up customers at the airport, bank deposit runs
- Family members who are allowed to drive University vehicles (this practice is discouraged)
- Individuals attending seminars and conferences
- Individuals who rent cars on business trips

The University may choose not to include individuals who rarely drive on University business, such as once-a-year on a business trip. In a case like this, management should ensure that the individual has a valid driver's license and car insurance.

Any prospective employee who is covered under the MVR policy will be asked to provide accident and violation information on his or her employment application. If the official MVR negatively differs from the applicant-submitted MVR, University Human Resources will handle, and render an employment decision on a case-by-case basis.

A driver may have an MVR from another state, where violation reporting is not consistent with University guidelines. In the case of an out-of-state MVR, the University requires that as much information as possible is obtained.

Current MVRs may be required for employment-based review on a random, periodic, or routine basis, depending on specific job responsibilities of the position and, or, at the discretion of the University.

All motor-vehicle violations , including non-moving violations and the frequency of the violations, may be considered , regardless of the incident occurring while the employee was conducting business for the University.

**Examples may include:**

- Leaving the scene of an accident
- Driving under the influence of drugs or alcohol
- Racing or excessive speed (>20 MPH over speed limit)
- Reckless, negligent or careless driving
- Felony, homicide or manslaughter involving the use of a motor vehicle
- License suspension or revocation
  
- Attempting to elude a police officer

**Examples of Non-Moving Violations**

- Parking tickets
- Motor vehicle equipment violations
- Failure to have a valid operator's license available where one actually exists

Based on an employee's MVR, or disclosure of the MVR by the employee to management, the following may disqualify an employee from driving a university vehicle, including rental vehicles (collectively "University Vehicles"):

1. Accumulated on their Idaho driver's license record, nine (9) or more points within the past (36) months (see IDPA 39.02.71); *or*
2. Accumulated on their out-of-state or international driver's license record a total of one-half the points that would trigger suspension or revocation of the driver's license [Drivers with out-of-state or international licenses should contact the appropriate agency to obtain this information so it can be provided as required. The following resource may be helpful in determining the appropriate agency to contact, <http://www.aamva.org/International-Licensing/> ]; *or*
3. A suspended or revoked driver's license within the past three (3) years for driving-related conduct whether or not involving a University Vehicle; *or*
4. A conviction, plea of guilty, withheld judgment, or other determination of fault ("Conviction") for an alcohol or drug-related offense while driving whether or not involving a University vehicle.

Multiple convictions may result in the employee no longer meeting the 'essential' duties of their position, and will be considered by Human Resource Services on a case-by-case basis. A failure to meet the essential duties of a position may result in corrective action, up to and including termination of employment.