

	<b>PROCEDURE</b>	<b>Motion No.</b>	<b>N/A</b>
	<b>Motor Vehicle Record Evaluation</b>	<b>Effective Date</b>	<b>07/11/2017</b>
		<b>Responsible Department</b>	<b>Human Resources</b>
		<b>Attorney Review / Date</b>	<b>[Attorney Name] [Date]</b>

The College will obtain and evaluate motor vehicle records as part of the approval process for an employee who operates a College owned, leased or rented vehicle for any reason, including transportation of students in accordance with the Student Transportation Policy. Motor vehicle records will be checked every three years and in conjunction with any involvement in an accident. The following guidelines are used when evaluating a motor vehicle record.

Based on accident/violation history, an individual's driving record becomes unacceptable if one or more of the following exists:

- Three or more accidents (regardless of fault) in the last three years.
- One or more Type A violations in the last three years.
- Any combination of accidents and Type B violations, which equal four or more in the last three years.

Designation of Type A and Type B violations are based on a survey of state point systems. Violations receiving the higher number of points are classed as Type A.

**Type A Violations**

- Driving while intoxicated.
- Driving under the influence of drugs.
- Negligent homicide arising out of the use of a motor vehicle.
- Using a motor vehicle for the commission of a felony.
- Aggravated assault with a motor vehicle.
- Permitting an unlicensed person to drive.
- Reckless driving.
- Speed Contest.
- Hit and run (BI and PD) driving.

**Type B Violations**

- All moving violations not listed as Type A violations.

These guidelines will be uniformly applied to all drivers. If an employee's motor vehicle record is classified as unacceptable per the above guideline, he or she will not be permitted to operate a College owned, leased or rented vehicle. This restriction may prevent a candidate for employment from being hired if driving is listed as an essential function of the position for which he or she has applied.

Effective Date	Motion Number	Document Author	Description of Change
07/11/2017	N/A	Human Resources	Initial Release

**Procedures are NOT Board approved.**

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### Driving Record Release – Existing Employee

I understand that driving a company-owned, leased or rented vehicle is a part of the position I currently hold and that having and maintaining a satisfactory driving record is a prerequisite to fulfilling this duty. I agree to allow Pennsylvania Highlands Community College (PHCC) to check my driving record upon receipt of this authorization and to check it periodically thereafter. I further agree to report to my supervisor immediately any license suspensions, serious accidents or offenses, or any other condition that may affect my ability to drive a PHCC vehicle.

I understand that PHCC will use this information for employment purposes only and not furnish this information to a third party without my written consent.

I agree to release PHCC, its employees and those who supplied the company with the information from any liability for any damage that may result from furnishing the requested information.

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Print Name

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Date of Birth

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Driver's License Number

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State of License

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Signature

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Date

