



Motor Vehicle Reporting (MVR) Guidelines

Rollins College will run motor vehicle reports on all employees who are required/requested to operate a college owned vehicle. Reports must also be requested before any student can operate a college vehicle. The vehicles falling under these guidelines include any vehicle that can legally be driven on a public street. While golf carts are not included under these guidelines, departments must verify that anyone granted permission to drive a golf cart is at least 16 years of age and holds a valid drivers license.

Departments will be asked to identify current employees who hold positions in which they are required to drive. In addition, they are asked to advise Human Resources/Risk Management of a valid driver's license requirement for any new position. This requirement must be disclosed in the online job posting.

Requests & Consent

Departments needing to clear a new driver must request a MVR through Human Resources/Risk Management at least 48 hours in advance of the scheduled departure in order to ensure timely processing. Before such report may be obtained, Human Resources/Risk Management must obtain consent from the driver. Please contact Human Resources/Risk Management at ext. 2003 for more details on how to initiate the MVR process.

Frequency

The college's insurance carrier requires MVR reporting on an annual basis, however, more frequent reporting may take place based on the circumstances.

Guidelines for Approval

Approvals will be made by Human Resources/Risk Management based on insurance carrier requirements. Human Resources/Risk Management will review any questions or disputes that may arise on a case-by-case basis.

The following definitions establish the minimum standards for MVR evaluation.

Unacceptable Driver:

A driver who has had any one or a combination of the following in the past three years:

- (a) One major conviction
- (b) Three or more incidents (accidents or convictions)

Major Convictions:

Examples of major convictions include:

- Driving while intoxicated or under the influence of alcohol or drugs (DUI or DWI)
- Failure to stop and report an accident: assault, manslaughter or homicide arising out of the operation of a motor vehicle
- Driving while a license is suspended or revoked
- Reckless driving: speed contest, drag or highway racing
- Possession of an open alcoholic beverage container
- Failure to complete court ordered driving or traffic school
- A major speeding conviction is defined as more than 20 mph over the posted speed limit.

Minor Convictions:

Examples of minor convictions include:

- Speeding less than 20 mph over the posted speed limit where specified in the MVR
- Any standard moving violation such as:
 - Driving too fast for conditions
 - Careless driving
 - Unsafe lane change
 - Stop sign violation
 - Following too closely
 - Failure to yield
 - Seat-belt violation, etc.

NOTE: Equipment violations might not be included in the evaluation of an individual driver, but they may indicate serious deficiencies and will be considered in that part of the risk evaluation process.

Inability to Approve

Employees required to operate College vehicles as an essential function of their position who fail to meet minimum driving requirements during their employment may be subject to disciplinary action up to and including termination.