



# INDIANA UNIVERSITY

## Authorization Form for Motor Vehicle Records Check

**The purpose of this form is to obtain your authorization to conduct a Motor Vehicle Records (MVR) check for the university's use in determining if you will receive or maintain authorization to drive on university business. Only information related to driver's license will be obtained for students, current employees and applicants offered employment.**

As a condition for driving any vehicle on university business, using your personal vehicle *or* a university vehicle, drivers must give Indiana University authorization to conduct an MVR check and provide all necessary information for the check. Driving on university business will be prohibited if authorization to conduct an MVR check is not given. An MVR check will be conducted annually unless the Office of Insurance, Loss Control & Claims (INLOCC) determines a more frequent check is necessary. You will be provided a copy of the MVR check, if requested, and will receive a copy if its contents will affect your authorization to drive on university business. Because a suspension of your authorization to drive may impact upon your employment, you and your department will be notified if your authorization to drive on university business is suspended or at risk of being suspended.

Any driver who continues to drive on university business after refusing to authorize a MVR check or after authorization to drive on university business has been suspended will be subject to the corrective action procedures contained in the university's staff, academic, or student policies, as applicable. Such drivers will be deemed to be acting outside the scope of their employment and will not be covered by The Trustees of Indiana University Defense and Indemnification Policies. In the event of a claim or suit arising while driving on university business under these circumstances, the driver will **not** be indemnified.

Drivers authorized to drive any vehicle on university business must report to INLOCC any accident occurring while driving a university vehicle, any license suspension, and any conviction for a moving violation whether the violation occurred on or off the job. Indiana University will conduct a Motor Vehicle Records (MVR) check if an individual meets any of the following situations:

1. Employees who drive or who are expected to drive on university business at any time whether using a university or a personal vehicle.
2. Individuals offered employment into a job for which authorization to drive on university business is a requirement of the job.
3. Any student who wishes to drive a university vehicle.
4. Anyone using a vehicle from the university Motor Pool or renting from an outside agency in the name of Indiana University.
5. Anyone who has had a vehicular accident while on university business or in a university vehicle.

If you are in one of these categories, complete and submit this form via fax (812-855-9320), Email (hteague@iu.edu), mail or walk-in to the **Office of Insurance, Loss Control & Claims**, Smith Research Center 110 | 2805 E. 10th St., Bloomington 47408. This form will need to be completed again **only** if the state issuing the driver's license or your name changes.

**(Please type or print as shown on your driver's license. All fields are required unless otherwise indicated.)**

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**(Required unless you are a student)** Employee ID \_\_\_\_\_

*Your Employee ID is at the top of your electronic pay voucher.*

Date of Birth \_\_\_\_\_

Email address or user ID \_\_\_\_\_ (if you know it)

*Everyone employee has a user ID. For those who use email it's the part before the @ sign in your email address.*

Home Address: Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

**Employees:** Department Code or Name \_\_\_\_\_ (The code is like BL-APDC)

*For volunteers: department information of the unit controlling the volunteer.*

**Failure to provide all the information above** may result in delays or prevent processing your authorization.

**In addition to the information above,** you must provide your driver's license number and the state of issuance.

**If you do not have an Indiana driver's license you must also provide your social security number.**

Licenses from other states must be checked through an approved provider and they (and many other states) require the SSN. If for any reason we are unable to locate your Indiana driver's license through normal channels it may be necessary to obtain your SSN and this can result in delays in processing your authorization.

**Do not email, fax or mail your driver's license or social security number.**

To provide this information the driver must either appear in person at the **Office of Insurance, Loss Control & Claims**, Smith Research Center 110 | 2805 E. 10th St., Bloomington 47408 or call 812-855-9758. Please state your name and that you are calling concerning MVR driver's license submission. The hours for the INLOCC are 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm., Monday – Friday. Do not call after hours and do not leave voice mail message.

When emailing or faxing the submittal form please allow 2 hours before calling. When mailing the submittal form, please allow 3 days before calling.

I authorize The Trustees of Indiana University to obtain driver's license information from any state or jurisdiction that I have been licensed to drive motor vehicles and to share this information with the appropriate university officials.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check whether the driver is a: Employee \_\_\_ Student \_\_\_ Applicant \_\_\_ Volunteer \_\_\_

If using FAX, FAX only this page.