

Objective

Outline the procedure for obtaining motor vehicle record (MVR) through Fleet Services.

Vehicle Operator Policy

1. Operators must be properly licensed according to the laws of the State of Michigan and federal guidelines.
2. Operators must have a valid driver license with no more than 6 points on their MVR based on the Michigan Motor Vehicle Code traffic violation point system. A valid driver license is those issued within the United States, Canada or an international driver permit (IDP) in conjunction with valid driver license from the operator's country of origin. Information on obtaining a IDP at:
http://travel.state.gov/travel/tips/safety/safety_1179.html
3. Operators with 7 or more points on their motor vehicle record based on the Michigan Motor Vehicle Code traffic violation point system are not allowed to operate U-M vehicles.
4. Operators must have their MVR checked at least yearly to determine driving eligibility. It is the department's responsibility to provide operator information to Fleet Services to facilitate MVR checks. Fleet Services will obtain a copy of the official driving record of the operator from the applicable state.
5. Operators with restrictions on their driver license are required to notify their supervisor and abide by the restriction set forth by the issuing authority.

Procedure

1. Log into the MVR system through the PTS website under Fleet Services – Motor Vehicle Record Check.
2. Provide Fleet Services with the driver license information.
3. Fleet Services will notify the operator on their status for vehicle use.
4. As of 7/1/2010, MVR requests for any State or Province outside of Michigan will be charged to the operator's department. The fees for each State or Province are available in the mvr system on our website at www.pts.umich.edu under Fleet Services.