

## Update About Student Drivers

Berry has been required to change automobile fleet insurance carriers over the last 45 days. As a result, all Motor Vehicle Records checks for insurability must now be run and reviewed internally – and that will be handled by the General Counsel's Office. On the second page of this update is the new **MVR Authorization Request Form**. Moving forward, if you have students who may be driving vehicles on Berry business, which includes college-owned vehicles of any type, personal vehicles used on official college business, or any vehicles leased for such purposes, please use this new form. Have it filled out completely and signed by the student, and deliver the form to the following email address: [GCDriverPortal@berry.edu](mailto:GCDriverPortal@berry.edu) We will be working on a way to post this form so it may be downloaded, but that is not operational just yet. It is required by our new carrier that this be done annually, and the new form also includes language requiring drivers to update their supervisors asap if they receive any moving violations (of the types listed on the form), or are involved in any accidents (at fault or not) during the time between annual checks so an up to date decision may be made. Please let students know to report any such citations to their supervisor, and the supervisor should notify this office. This restricts those who are aware only to the supervisor and our college general counsel. If any student-worker or other employee becomes ineligible for coverage on the college's insurance during the year, and it is not reported then an incident occurs, it can have serious legal and financial repercussions for the college.

**If you have already submitted the previously used form for an MVR check on your current student-worker drivers for this year, you DO NOT need to submit this new form for them until/if they are hired for the next academic year. Just please use this new form for such requests from here forward, including if any student-workers change jobs and you are not sure if they have been cleared.**

**Berry College**  
2277 Martha Berry Highway  
Rome, GA 30149  
(706) 236-1729

**MOTOR VEHICLE RECORD INQUIRY**

I understand that I may be expected to drive vehicles belonging to Berry College and must provide this organization with current, acceptable motor vehicle driving information. My employment and assignment to a particular job will be conditional pending the receipt by Berry College of such information.

**Motor Vehicle Records (MVRs)** – will be obtained and evaluated annually based on established criteria before any employee or designated person is allowed to operate a company vehicle or private vehicle on company business.

The following MVR evaluation criteria (on or off the job violations) will disqualify all persons as authorized drivers:

- Three (3) or more MOVING violations within the preceding 36 months.
- Driving under the influence of drugs or alcohol.
- Excessive speeding.
- Hit and Run accident.
- Failure to report an accident.
- Operating a vehicle under a suspended or revoked license.
- Homicide, assault or a felony arising from the operation of a motor vehicle.
- Reckless Driving / Speed Contest / Racing.

I give Berry College and our Insurance Company permission to inquire an MVR report for said insurance purposes, and realize that my employment with this organization depends on an acceptable driving record. I understand that in obtaining a Motor Vehicle Report, a consumer reporting agency may be used by the insurer, and do hereby authorize such use. **PLEASE NOTE: All Type “D” Provisional Licenses may be approved for Lawn Mower or Golf Cart type operation. No Berry owned cars or trucks may be operated by a type D license holder.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Driver’s Name  
(as it appears on license)      Date of Birth      License Number      State

\_\_\_\_\_