DIN: **6040-2-01**
Name of Process: **Checking Fleet Safety Motor Vehicle Records**

Purpose
To assure that Vehicle Use Agreements have been completed and on file for everyone driving on Minnesota State or college business and that the Risk Management Division approval process has been completed for all drivers who are conducting Minnesota State or college business.

Scope
This process applies to everyone driving on Minnesota State or college business, whether they use their personal vehicle or a fleet vehicle. This includes faculty, staff/administration and learners.

Definitions
The following is a list of key definitions:

Term/Phrase	Definition
Vehicle Use Agreement (VUA)	Form 6040-4-01 which is to be completed prior to driving a vehicle on Minnesota State or college business.
Motor Vehicle Records (MVR)	Records kept by the Minnesota Department of Motor Vehicles of ticketed driving violations.
Risk Management Division (RMD)	Division of MnSCU that is charged with managing risks. This division has established the criteria for this procedure.

Process
The table below describes responsibilities for this process:

Stage	Who	Description
1	Anyone wishing to drive a vehicle on Minnesota State or college business	Complete Vehicle Use Agreement and submit to Facilities the Administration Assistant to VP of Academic Affairs.
2	Admin Assistant to VP of Academic Affairs	Receive Vehicle Use Agreements from people requesting approval to drive a vehicle on Minnesota State or college business and provide names and driver's license numbers to the Administration Assistant to VP of Academic Affairs.
3	Admin Assistant to VP of Academic Affairs	Keep the requests in a file in the Administrative Office. Record requests on spreadsheet, in accordance with Risk Management Division format. Send spreadsheet itemizing the requests to the Risk Management Division (RMD) for review of Motor Vehicle Records (MVR) to determine eligibility.
4	RMD	Conduct review of Motor Vehicle Records to determine eligibility of requestors. Compile list of eligible drivers. Submit list of eligible drivers to Administration Office within

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		5 business days. Talk with Administration Assistant about any application that falls within conditional guidelines.
5	Admin Assistant to VP of Academic Affairs	Upon receipt of the list of eligible drivers from RMD, notify requestors of their eligibility/ineligibility. File the list of eligible drivers in the Administrative Office. Keep only this list and the VUA on file.
6	Potential Driver NOT on eligibility list	Potential drivers who are not listed on the eligible drivers list returned by the RMD due to the criteria listed on the 6040-1-01 Vehicle Fleet Safety Program policy attachment, and who wish to be reconsidered must obtain a copy of their motor vehicle record and resolve any outstanding issues. Once resolved, they can show the Business Manager an updated copy of their MVR for re-evaluation by RMD.
7	Admin Assistant to VP of Academic Affairs	Sends names for re-evaluation to RMD. Upon receiving approval from RMD, add to eligible list any individual who successfully completed Stage 6. Notify individual of eligibility.
8	Admin Assistant to VP of Academic Affairs	Initiate and conduct eligibility review process of all potential drivers annually.

Supporting references
Listed below are college documents that support this process:
6040-1-01 Vehicle Fleet Safety Program
6040-4-01 Vehicle Use Agreement (with Learners' Responsibilities attachment).