

MOTOR VEHICLE REPORTS – Procedure

In accordance with Board Policy CJ(LOCAL), only Collin County Community College District (“Collin College” or the “College”) employees or contracted transportation company drivers will be authorized as drivers of Collin College-owned vehicles.

Collin College will routinely evaluate the driving history report or Motor Vehicle Report (“MVR”) of all College employees whose position requires driving College-owned or -leased vehicles or driving a vehicle for the purposes of transporting students or staff to College-sponsored or other related events. Drivers are expected to comply with the requirements of Board Policy CJ(LOCAL).

The purpose of routine evaluation of driver applicant and employee Motor Vehicle Reports is to ensure that Collin College students and employees are provided with services that meet the College’s high safety and service standards.

For purposes of this procedure, the term “College vehicle” refers to any motor vehicle owned or leased by the Collin College and also includes golf carts, riding lawn mowers, forklifts, or other motorized modes of transportation. For purposes of this procedure, the term “Primary drivers” refers to all College employee who are required to drive a College vehicle pursuant to the duties outlined in their job description. For purposes of this procedure, the term “Occasional drivers” are College employee who may drive automobiles or transport students, on occasion, in furtherance of the performance of their duties of employment.

All Collin College Primary drivers and Occasional drivers (including applicants for such positions) should meet the following requirements:

- a. Be at least twenty-one (21) years of age on the first day of reporting to work; and
- b. Hold a valid Texas driver’s license, appropriate for the vehicle to be driver (i.e. commercial driver, must have a valid Texas CDL); and
- c. Have a driving record that is acceptable to Collin College as provided below.

ACCEPTABLE DRIVING RECORD

All Collin College Primary drivers and Occasional drivers (including applicants for such positions) will have their MVR evaluated according to a pre-determined standard. The evaluation process will include a review of their accident history, moving violations, and other applicable vehicle violations to include but, not limited to, the following:

1. Convictions for any alcohol and/or drug-related driving offense;
2. Refusal to submit to a Blood Alcohol Content test;
3. Convictions for reckless driving;
4. Suspension, revocation or administrative restriction of their driving license within the last three years of their job application date;
5. Leaving the scene of an accident as defined by state laws;
6. At fault in a fatal accident;

7. Convictions of a felony committed involving a motor vehicle.

Primary drivers, Occasional drivers, and applicants for such positions which do not meet the standards applied by Collin College may be requested to provide additional information denied employment in Primary driver positions, or restricted in their job assignment if they are Occasional drivers.

CONSEQUENCES, NOTIFICATION, AND RECORDS

Failure to obtain an acceptable MVR will prohibit the job applicant for a Primary driver position from being hired by Collin College.

Failure of a Primary driver employee to obtain an acceptable MVR will prohibit the employee from driving any automobile for employment-related purposes at Collin College, and may result the termination of their employment in the position.

Failure of an acceptable MVR will prohibit the job applicant for an Occasional driver position from serving as an occasional driver for the College and from being cleared to drive students.

Failure of an Occasional driver employee to obtain an acceptable MVR will prohibit the employee from driving College vehicles or driving students, and may result the termination of their employment in the position.

Applicants and employees will be notified if their MVR is not acceptable and will be referred to the Human Resources Department for further action, as warranted.

MVR reports are maintained by the Collin College Human Resources Department. All MVR reports shall be maintained in a secure and confidential manner and utilized for College business only.

Collin College shall obtain MVR updates at least annually for each approved Primary driver. Collin College shall obtain MVR updates at least every 2 years for each approved Occasional driver.