

### Motor Vehicle Records Reminder

As a reminder, the Risk Management department at CM Regent Insurance Company, recommends that motor vehicle records be obtained and reviewed for all prospective and current student transportation drivers and individuals who will be operating vehicles owned by the school entity. **PennDot** has confirmed that this service is still available, **at no charge**. The standard Risk Management recommendation and accompanying steps to obtain these records is provided below for your convenience.

School District Administration should obtain motor vehicle records (MVR's) as part of the driver selection process for all prospective drivers. For existing student transportation drivers, MVR's should be checked on an annual basis and in conjunction with any involvement in an accident. For existing non-student transportation drivers, MVRs should be checked on a once every three-year basis and in conjunction with any involvement in an accident.

Based on accident/violation history, an individual's driver record becomes marginal or poor if one or more of the following exists:

- Three or more accidents (regardless of fault) in the last three years.
- One or more **Major Offenses** violations in the last three years.
- Any combination of accidents and Serious Traffic Offenses violations, which equal four or more in the last three years.

Designation of **Major Offenses** and **Serious Traffic Offenses** violations is based on a survey of state point systems and federal department of transportation descriptions. Violations receiving the higher number of points are classed as **Major Offenses**.

#### **Major Offenses Violations**

- Driving under the influence of alcohol or controlled substance.
- Refusing to submit to chemical testing.
- Leaving the scene of an accident.
- Using a vehicle to commit felony
- Using a motor vehicle for the commission of a felony involving manufacturing, distribution or dispensing a controlled substance.
- Negligent homicide arising out of the use of a motor vehicle.
- Aggravated assault with a motor vehicle.
- Permitting an unlicensed person to drive.

- Reckless driving.
- Speed Contest.
- Hit and run (BI and PD) driving.

Serious Traffic Offenses Violations

- All moving violations not listed as Major Offenses violations.

These guidelines should be uniformly applied to all drivers. Management should establish and distribute to all employees operating motor vehicles the guidelines for evaluating their records, including the consequences of falling into the marginal or poor review category.

**NOTE:** Motor Vehicle Records can be obtained by public schools from the Pennsylvania Department of Transportation **at no charge**. Form DL-503, Request for Driver Information, can be obtained from the internet at [www.dmv.pa.gov](http://www.dmv.pa.gov), click on the “Forms and Publication” tab, then click on “DL-503, Request for Driver Information” form.

Or, to have Internet access to check motor vehicle records:

1. Go to [www.dmv.pa.gov](http://www.dmv.pa.gov),
2. Click on the “Information Centers” tab, then click on “Business Partner”,
3. Click on the “Online Driver History Request Service for Business” link under the Resources section
4. Click on the “Government Agency Internet Application/License Agreement” link to access the Pennsylvania Department of Transportation Form DL-9002, Internet User Application/Licensing Agreement for Government Agencies.
5. Complete form, notarize and submit.

**If you have any questions please contact Sharon Orr, Director of Risk Management, CM Regent Insurance Company at 866-401-6600, Extension 7152.**