



Authorization to Procure Motor Vehicle Report (MVR)

As part of the Dalton State College Motor Vehicle Policy, we are required to annually update driver information on employees who are:

- Driving state or privately owned vehicles on state business
- Transporting students on College business/activity
- Using a College-sponsored rental vehicle

Please complete the following driver information, read the motor vehicle report authorization statement, and sign where indicated below:

Name: _____

Position Title: _____ Department: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Driver's License Number: _____

State License is Issued: _____ Expiration Date of License: _____

Motor Vehicle Report Authorization:

This authorizes the procurement of a motor vehicle report (MVR) by Dalton State College as part of the requirements for obtaining permission to drive on Dalton State College business and transporting students and/or staff. The procurement of this report is subject to the provisions of the Fair Credit and Reporting Act, which allow this form to remain on file and serve as ongoing authorization for this report when needed.

Please Check One:

Due to the nature of my job duties and/or need for frequent travel, I consent to a continuous review of my driving record. I understand that a Motor Vehicle Report will be obtained on an annual basis in order to maintain my current driving privileges. This authorization will terminate upon written request to Human Resources or at which point I am no longer affiliated with Dalton State College.

I authorize Dalton State College to review my Motor Vehicle Report for a one year period. Upon expiration, I understand that I must complete a consent form if future travel is required.

Employee Signature

Date

Return the completed form to Occupational Safety, Environmental Health & Risk Management