



## Motor Vehicle Report Request Packet - Exhibits A & B

Pursuant to the University of Texas System Policy UTS157, UT Dallas personnel must have their Motor Vehicle Report (MVR) ran and have completed the necessary training **before** they can operate a UT Dallas vehicle.

This packet contains two forms that **must** be submitted to request a potential driver's MVR. To submit MVR requests, email the following forms to [VehicleSafety@utdallas.edu](mailto:VehicleSafety@utdallas.edu). Include a copy of the potential driver's Texas Driver's License with the forms.

The Department of Environmental Health and Safety (EH&S) will process your request. If a driver is eligible for training, EH&S will contact them with the necessary training information.

Eligible drivers need to take the appropriate training for the type of vehicle they need to operate. There are three types of trainings that are available to eligible drivers:

- Defensive driving:
  - This training is for drivers who will be operating **UT Dallas vehicles**, such as cars and pickup trucks
  - Defensive driving training is completed online
  - An MVR is required for non-commercial vehicle driver
- 12-passenger van:
  - This training is for drivers who will be operating **UT Dallas high-occupancy vehicles**, such as 12-passenger vans
  - 12-passenger van training consists of two sections (both must be completed before driving can be authorized):
    - Online training
    - Hands-on training
  - An MVR is required for high-occupancy vehicle drivers
- Golf cart:
  - This training is for staff, faculty, student workers, and students who will be operating **UT Dallas golf carts**
  - Golf cart training consists of two sections (both must be completed before driving can be authorized):
    - Online training
    - Hands-on training
  - An MVR is NOT required for golf cart drivers

For more information, please visit the Vehicle Safety webpage at <http://www.utdallas.edu/ehs/programs/vehicles/>.

For immediate assistance, please call 972-883-4111 or email [VehicleSafety@utdallas.edu](mailto:VehicleSafety@utdallas.edu).



# THE UNIVERSITY OF TEXAS AT DALLAS

*Environmental Health and Safety*

## Motor Vehicle Report Request – Exhibit A

Department: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Submitter’s ext.: \_\_\_\_\_

**\*List all UT Dallas personnel needing an MVR\***

LAST NAME	FIRST NAME	TEXAS LICENSE NUMBER	UTD ID	DATE OF BIRTH	TYPE OF TRAINING (Select all needed; See pg. 1 for training descriptions)
					<input type="checkbox"/> Defensive driving <input type="checkbox"/> 12-passenger van <input type="checkbox"/> Golf cart
					<input type="checkbox"/> Defensive driving <input type="checkbox"/> 12-passenger van <input type="checkbox"/> Golf cart
					<input type="checkbox"/> Defensive driving <input type="checkbox"/> 12-passenger van <input type="checkbox"/> Golf cart
					<input type="checkbox"/> Defensive driving <input type="checkbox"/> 12-passenger van <input type="checkbox"/> Golf cart
					<input type="checkbox"/> Defensive driving <input type="checkbox"/> 12-passenger van <input type="checkbox"/> Golf cart
					<input type="checkbox"/> Defensive driving <input type="checkbox"/> 12-passenger van <input type="checkbox"/> Golf cart
					<input type="checkbox"/> Defensive driving <input type="checkbox"/> 12-passenger van <input type="checkbox"/> Golf cart
					<input type="checkbox"/> Defensive driving <input type="checkbox"/> 12-passenger van <input type="checkbox"/> Golf cart
					<input type="checkbox"/> Defensive driving <input type="checkbox"/> 12-passenger van <input type="checkbox"/> Golf cart
					<input type="checkbox"/> Defensive driving <input type="checkbox"/> 12-passenger van <input type="checkbox"/> Golf cart
					<input type="checkbox"/> Defensive driving <input type="checkbox"/> 12-passenger van <input type="checkbox"/> Golf cart

Privacy Statement

Disclosure of your Texas Driver’s License number, UTD ID, and date of birth are requested as part of the University of Texas System requirements for obtaining your Motor Vehicle Report. Your Texas Driver’s License number, UTD ID, and date of birth are also used by EH&S to identify you within the UT System Risk Management Driver’s Information System. Further disclosure of this information will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).



# THE UNIVERSITY OF TEXAS AT DALLAS

*Environmental Health and Safety*

## Motor Vehicle Report Request – Exhibit B

Department: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Submitter's ext.: \_\_\_\_\_

**Include a copy of each potential driver's Texas Driver's License**

\*Complete one Exhibit B per driver listed on Exhibit A\*

<b>DRIVER'S NAME:</b> (Last, First)		<b>REPORTING SUPERVISOR:</b>	
<b>DATE OF BIRTH:</b>		<b>TEXAS LICENSE NUMBER</b>	
<b>UTD ID:</b>		<b>EMPLOYMENT STATUS:</b>	<input type="checkbox"/> Active <input type="checkbox"/> Non-Employee (ex: outside contractor) <input type="checkbox"/> Pending (ex: potential new hire)

DRIVER HISTORY

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