Appendix B

I. Driver Authorization Process

A. In order to be permitted to drive a University vehicle, initially all drivers must:

Complete the Driver History Questionnaire (DHQ) and provide the form to the Departmental Fleet Representative along with a copy of the driver’s license.

See Appendix A and see

http://web.princeton.edu/pusites/TreasurersOffice/RiskManagement/Files/PrincetonOnly/Forms/DrivingHistoryQuestionnaireandVehicleUsageAgreement.pdf

Read and retain a copy of the Vehicle Use Agreement, Regulations and Safety Guidelines. See Appendix C and see

http://web.princeton.edu/sites/TreasurersOffice/RiskManagement/fleetsafetyguidelines.html#vehicleuse

The driver database will identify those drivers whose licenses have expired. When the driver’s license expires, ORM will notify the DFR that the driver must resubmit an updated DHQ and driver’s license. An updated motor vehicle record (MVR) report will be secured at this time by ORM.

B. Responsibilities

All drivers must:

1. Complete driver authorization process per Appendix B.
2. Report any accidents, damage or moving violations while driving a Princeton University owned or leased vehicle including carts to supervisor and/or DFR within 24 hours of occurrence.
3. Report any accidents or damage while driving a personal or rental vehicle on Princeton University business within 24 hours of occurrence to the DFR, if applicable, or directly to ORM.
4. Notify supervisor and/or DFR immediately if driver license is revoked or suspended for any reason.
5. Comply with the Vehicle Use Agreement, Regulations and Safety Guidelines. See Appendix C.

C. Motor Vehicle Record Report Process (MVR)

1. Staff, Faculty and Student Drivers

The driver database will identify those drivers whose licenses have expired. When the driver’s license expires, ORM will obtain an updated motor vehicle background report. Because New Jersey driver licenses expire only every four years, in addition to obtaining reports for those drivers with expired
licenses, ORM will secure reports on an annual basis for approximately one-third of randomly selected University drivers.

Drivers are permitted to drive on University business while the results of the MVR check are pending. Upon receipt of the MVR with positive results, ORM shall advise the DFR that the driver is authorized and approved to continue driving. With negative results, the staff/faculty driver’s privileges will be reviewed for possible action. With negative results, the student driver’s privileges may be revoked.

2. New Hires

New employees, excluding casual hourly employees, whose job requires the operation of a motor vehicle on University business will have a motor vehicle background check performed by the Office of Human Resources prior to employment.

Human Resources will advise the hiring department if there are serious violations on the motor vehicle background check. (See Section V. (B) REVOCATION OF DRIVING PRIVILEGES for violations that will prohibit driving authorization.)