

## **TCU Motor Vehicle Records Procedures**

TCU applicants or employees whose job description requires a driver's license to operate a vehicle for TCU must adhere to policies and procedures whether the employee drives a TCU-owned, rented, or leased vehicle or a personal vehicle used for TCU business on a regular basis.

### **Potential and Current Employees**

Prior to extending an offer, Human Resources will verify the candidate has a valid driver's license and will request a list of convictions for traffic violations. In compliance with Section 521457 of the Texas Transportation Code, TCU will annually review the most recent three-year MVR history of all employees who are required to operate motor vehicles for TCU.

### **Violations**

Moving violations are divided into two categories.

Category I violations include the following:

- A. Driving while intoxicated
- B. Driving while under the influence of drugs
- C. Failure to stop and render aid (misdemeanor or felony)
- D. Leaving the scene of an accident (with or without vehicle damage)
- E. Excessive acceleration/exhibition of acceleration/drag racing/speeding contest
- F. Reckless driving

Category II violations include all moving violations not included in Category I.

### **Hiring and Annual Review Criteria**

A conviction for any Category I violation within the past 36 months will result in a no-hire. A conviction of two or more Category II violations within the past 36 months will result in a no-hire. A conviction of any Category I violation within the past 36 months shall result in the immediate revocation of the employee's authorization for employment-related driving. If current duties cannot be performed without driving, the employee may be reassigned to an available position for which he/she is qualified. If no such position is available or if TCU chooses not to reassign the employee, he/she will be terminated.

A conviction for two or more Category II violations in the past 36 months shall result in a meeting between the employee and the department head. TCU may remove, limit, or restrict the employee's authorization for employment-related driving and may impose other to be determined conditions.

A conviction for another Category II violation prior to the next annual review shall result in the immediate loss of authorization for any further employment-related driving. If the employee's current duties cannot be performed without driving, the employee may be reassigned to an available position for which the employee is qualified. If no such position is available or if TCU chooses not to reassign the employee, the employee will be terminated.

### **Exceptions**

Any employee granted an exception must adhere to the following:

Employees may not operate a TCU owned, rented, or leased vehicle.

Employees who operate a personal vehicle for TCU business must provide Risk Management with proof of insurance in the minimum amounts of \$100,000/\$300,000/\$50,000 with no business exclusion.

All car rentals by employees must be rented in the employee's name.

### **Reporting Responsibilities**

Employees who operate a motor vehicle on TCU business shall report the following to his/her supervisor immediately:

A suspension or revocation of driver's license, the employee's involvement in a vehicle accident, and/or a citation.

An employee who fails to provide the required notice or who operates a TCU owned, rented, or leased vehicle when his/her license is suspended or revoked will be subject to disciplinary action and/or dismissal.

### **Contesting Information in the MVR**

If an employee feels the MVR information is incorrect, the employee will be provided with a copy of the report. The employee is solely responsible for resolving any discrepancies with the Texas Department of Public Safety. If corrected, the employee may notify TCU, and a new review may be requested.