# AUTHORIZATION TO DRIVE A UNIVERSITY VEHICLE

Under Central Michigan University's "Best Practices" policy for managing vehicle operations and safety, authorization to drive a University vehicle, defined as a vehicle owned, leased or rented by CMU, will be granted only to drivers with acceptable motor vehicle records (MVR).

| EMPLOYEE – Not Able to drive if he/she has | GRAD ASSISTANT – Not able to drive if he/she has | STUDENT EMPLOYEE / STUDENT – Not able to drive if he/she has |
|---|---|---|
| 3 or more tickets within the previous 1 year and no more than 2 General Violations in the past 3 years | 3 or more tickets within the previous 2 years and no more than 2 General Violations in the past 3 years | 3 or more tickets within the previous 3 years (excluding General Violations) |
| A ticket with 4 points or more within the last 3 years | A ticket with 4 points or more within the last 3 years | A ticket with 4 points or more within the last 3 years |
| A driving record showing 6 points or more for 2 tickets within the last two years | A driving record showing 6 points or more for 2 tickets within the last three years | A driving record showing a total of 5 points or more for 2 tickets within the last three years |
| A conviction of impaired driving within the past 5 years | A conviction of impaired driving within the past 5 years | A conviction of impaired driving within the past 5 years |
| A conviction of unlawful blood alcohol within the past 5 years | A conviction of unlawful blood alcohol within the past 5 years | A conviction of unlawful blood alcohol within the past 5 years |
| A conviction of driving under the influence of intoxicating liquor or narcotic drugs within the past 5 years | A conviction of driving under the influence of intoxicating liquor or narcotic drugs within the past 5 years | A conviction of driving under the influence of intoxicating liquor or narcotic drugs within the past 5 years |

| **15-Passenger Vans – ALL: General Rule: NOT TO BE USED – Except for the ones currently owned by CMU – Criteria Follows** |
|---|
| Must have driving record checked<br>Must do Fleet Safety online training at http://www.ess.cmich.edu |
| May NOT drive a CMU 15 passenger van if you have had:<br>A ticket that exceeds 3 points within the last 5 years<br>A driving record showing more than 5 points for 2 tickets within the last 5 years<br>A conviction of impaired driving within the past 5 years<br>A conviction of unlawful blood alcohol within the past 5 years<br>A conviction of driving under the influence of intoxicating liquor or narcotic drugs within the past 5 years |

**General Violation: Violations recorded on a driving record without points attached to them.**
**Tickets: Violations recorded on a driving record with points attached to them.**

To have **Michigan** driving records checked for individuals in your department, please send a written request to Julia Alward, Risk Management & Insurance, Smith Hall 103 or e-mail to alwar1j@cmich.edu. The request must state the complete name of the individual (first, middle & last name), birth date, and driver's license number. Please send request at least 7 – 10 working days before you need the information.