

## AUTHORIZATION TO DRIVE FOR UNIVERSITY BUSINESS PURPOSES

Under Central Michigan University’s “Best Practices” policy for managing vehicle operations and safety, authorization to drive for CMU business purposes will be granted only to drivers with acceptable motor vehicle record checks (MVR).

| EMPLOYEE/FACULTY – Not Authorized to drive if he/she has   | GRADUATE ASSISTANT – Not authorized to drive if he/she has   | STUDENT EMPLOYEE / NON EMPLOYEE – STUDENT / VOLUNTEERS – Not authorized to drive if he/she has               |
|--|--|--|
| 3 or more tickets within the previous 1 year   | 3 or more tickets within the previous 2 years  | 3 or more tickets within the previous 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 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 2 years                              | A driving record showing 6 points or more for 2 tickets within the last 3 years                              | A driving record showing a total of 5 points or more for 2 tickets within the last 3 years                   |
| A conviction of impaired driving within the past 4 years   | A conviction of impaired driving within the past 4 years   | A conviction of impaired driving within the past 4 years   |
| A conviction of unlawful blood alcohol within the past 4 years   | A conviction of unlawful blood alcohol within the past 4 years   | A conviction of unlawful blood alcohol within the past 4 years   |
| A conviction of driving under the influence of intoxicating liquor or narcotic drugs within the past 4 years | A conviction of driving under the influence of intoxicating liquor or narcotic drugs within the past 4 years | A conviction of driving under the influence of intoxicating liquor or narcotic drugs within the past 4 years |

**15-Passenger Vans – ALL: General Rule: NOT TO BE USED – Except for the 15 passenger vans currently owned by CMU – Criteria Follows**

Must have driving record checked  
 Must do Fleet Safety online training at [www.cmich.edu/cmuehs](http://www.cmich.edu/cmuehs)

May NOT drive a CMU 15 passenger van if you have had:

- A ticket that exceeds 3 points within the last 4 years
- A driving record showing more than 5 points for 2 tickets within the last 4 years
- A conviction of impaired driving within the past 4 years
- A conviction of unlawful blood alcohol within the past 4 years
- A conviction of driving under the influence of intoxicating liquor or narcotic drugs within the past 4 years

To request **Michigan** driving records checked for individuals, please fill out the Michigan Driver Record Request (click [here](#) for form) and e-mail to Sarah Young-Kelsey at [young2sa@cmich.edu](mailto:young2sa@cmich.edu) with a copy to Kathy Litwiller at [litwi1km@cmich.edu](mailto:litwi1km@cmich.edu) and Caren Blanzky at [panko1ca@cmich.edu](mailto:panko1ca@cmich.edu) at least 7 working days prior to travel.

CMU may withdraw the driving privileges for University business purposes when there is evidence that the driver is a habitual traffic offender or negligent driver of a motor vehicle.