CENTRAL PIEDMONT COMMUNITY COLLEGE

Motor Vehicle Report (MVR) Inquiry Form

Disclosure and authorization for a driver's license records check (MVR)

Employee _____ Date of Birth _____
Last, First MI (mm/dd/year)

Address _____ County _____

City/State _____ Zip _____

Driver's license # _____ Driver's license state _____

PLEASE READ AND SIGN THE FOLLOWING

Full-time/Part-time employees operating a CPCC owned motor vehicle or a motor vehicle in the care and custody of CPCC, must provide a VALID driver's license number to the Enterprise Risk Management office. Use of these vehicles is for College purposes ONLY. The information provided will be used for MVR processing.

The valid driver's license must adhere to the minimum guidelines below:

1. Employee must hold a valid North Carolina or South Carolina driver's license.

2. Any employee with more than two (2) "current" convictions of a moving violation and corresponding state points or at fault accident ("current" means the period necessary for points to be deleted from the state driver's license record, which is usually three (3) years), will not be allowed to operate college-owned vehicles.

3. Any employee with a conviction of a major violation with the last three (3) years will not be allowed to operate a college vehicle. Major violations include: DUI, vehicular homicide, reckless driving, leaving the scene of an accident in which bodily injury results, or assault with a motor vehicle.

The undersigned agrees to a Motor Vehicle Report (MVR) check:

Employee Signature _____ Date _____

Supervisor Name (please print) _____ Dept. _____

Supervisor's Signature _____ Date _____

Please submit completed form to Melissa.Wilson@cpcc.edu

Once the MVR has been processed, Facilities Services and Supervisor listed above will be notified via email.

Risk Management Use			
Approved		Not Approved	
MVR Date		Notification Date	

April 2015