



## Element 14.11b – Motor Vehicle Record (MVR) Review

---

### **Scope**

This program<sup>1</sup> applies to all employees covered by PennPRIME Workers' Compensation Trust who have any potential for driving for entity business in any vehicle, entity or otherwise.

### **Purpose**

The purpose of this policy is to minimize injuries and limit risk by insuring that employees and others who have the potential for driving on official entity business have an annual MVR review.

### **Member-Level Responsibilities**

On the line below, list the job title of the person who has primary responsibility for oversight of this policy. \_\_\_\_\_

Have a written procedure to review MVRs to verify a valid driver's license, prior to employment and every three years thereafter, for anyone authorized to drive vehicles on entity business.

---

<sup>1</sup> The content of this policy and procedure is based upon the following regulations:

- Pennsylvania Title 34, Part VIII, Bureau of Workers' Compensation – Chapter 129, Subchapter D §129.452; Group Self-Insurance Fund's AIPP Requirements
- PennPRIME Loss Control Standard #7 – Motor Vehicle Record Review.



## Element 14.11b – Motor Vehicle Record (MVR) Review

---

Procedure for Obtaining Motor Vehicle Records from PennDOT (Free for Government Agencies)

1. Go to [www.dmv.pa.gov](http://www.dmv.pa.gov)
2. Along the top navigational bar click on “Information Centers”
3. On Information Center page, click on “Business Partner”
4. Along right hand side, under list of Resources: Click on “Online Driver History Request Service for Business”
5. This will bring you to the Online Business Services Login Page. Along right hand side, under list of Resources: Click on “Government Agency Internet Application/License Agreement” (Form DL-9002)
6. Apply for an Account Number using Form DL-9002  
*Note: This page will indicate a fee, but once you have established an Account as a Government Agency, the system will recognize your Account and not charge you. According to representatives at PennDOT, Government Agencies will not be charged the application fee nor a fee to check an employee’s full record. Once you have received your Account Number from PennDOT you will then build your profile with PAI. You may want to bookmark this site.*
7. Complete the electronic form, which must then be printed, notarized and mailed via USPS.
8. It may take up to a few weeks to receive your Account Number. Once you receive your Account Number, return to the page you had bookmarked on PennDOT’s website, then login with the Account Number provided by PennDOT. The system will recognize you as a Government Agency, and there will be no charge for the requested information upon check-out.
9. Note that only 10 records can be checked per session. You will need to login again after 10 records have been checked.

If you have any questions during this process, you can call PennDOT at (717) 705-1051. They will help you through the process.



The purpose of this policy is to ensure safer driving. Safe driving is an important component of protecting the health, safety and general welfare of employees, members of the public and the municipality. The guidelines provided are not exhaustive and do not replace or supplant any other standards or policies applicable to employees. In other words, the fact that an employee is deemed to have a valid driver's license under the guidelines does not mean that the employee has satisfied other standards of conduct.

### **Guidelines for Motor Vehicle Record Review**

An integral part of the vehicle operator selection/review process is the review of motor vehicle records. During the hiring process, each candidate will be informed that obtaining motor vehicle/driving records is necessary to the screening and review process. Additionally, verification of a valid driver's license of employees authorized to operate motor vehicles as part of their job responsibilities will be obtained and reviewed at least every three years. Job applicants and employees are to execute the necessary forms, including a release, for this purpose.

1. A valid driver's license is a job requirement. The status of a driver's license is determined through the current records maintained by the Pennsylvania Department of Transportation.
2. Each candidate, employee or authorized operator is required to notify the municipality if his/her driver's license is invalid for any reason, including expiration, suspension or revocation.
3. A driver's license that is expired, suspended, revoked or otherwise not classified as valid by PennDOT will not be considered valid.
  - a. A valid driver's license qualifies the candidate to continue in the selection process. A driver's license that is suspended, revoked or is otherwise not classified as valid by PennDOT disqualifies the candidate from consideration for authorization to operate a municipal vehicle.
  - b. A valid driver's license qualifies the vehicle operator to continue driving. A driver's license that is suspended, revoked or is otherwise not classified as valid by PennDOT disqualifies the employee or authorized operator from continuing as a municipal vehicle operator.



# Element 14.11b – Member Motor Vehicle Record (MVR) Review Policy

I, \_\_\_\_\_ authorize \_\_\_\_\_ to request  
employee name entity  
 and obtain my motor vehicle records for purposes of verifying my driving  
 record to assure that I am in compliance with its safe driver policies.

Any information obtained by \_\_\_\_\_ is not authorized to be  
entity  
 distributed further without my permission.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Last Name:	First Name:	Middle Initial:
Maiden Name or Other Name used:		
Current Address:		
City:	State:	Zip Code:
Driver License Number:	Date of Birth:	