

MICHIGAN STATE UNIVERSITY

Date: July 17, 2015

To: Deans, Directors, Chairpersons, and Executive Managers

From: Mark P. Haas, Vice President for Finance and Treasurer

Re: Driving Record Check for Student Operating University-Owned Vehicle

Many departments currently check motor vehicle driving records for students who are also employees when the operation of a university-owned vehicle is part of their assigned duties. To ensure a consistent approach across the university, effective September 1, 2015, when a department permits a student to drive a university-owned vehicle, that student will be required to have their driving record checked prior to driving the vehicle, and at least annually thereafter. It is the responsibility of the department authorizing the use of the vehicle to ensure this is done.

The [Pre-Trip Travel Authorization form](#) (required when picking up a Motor Pool vehicle) has been modified to include a box next to the signature line that requires the authorized signer to affirm the student driving record has been checked. Any student arriving at Motor Pool without the proper certification will not be eligible to pick up or be added as a driver for a vehicle.

To request checks of student motor vehicle driving records, a [Michigan Driver Record Request form](#) can be completed for individual students. For groups of students, an Excel spreadsheet containing the driver's full name, Michigan driver's license number, and date of birth can be submitted. Requests should be sent to the Office of Risk Management and Insurance at riskmgmt@msu.edu. For high-volume requests, please allow 3-5 days for processing.



**OFFICE OF THE
VICE PRESIDENT FOR
FINANCE**

Mark P. Haas
Vice President for Finance
and Treasurer

Michigan State University
Hannah Administration Building
426 Auditorium Road, Room 412
East Lansing, Michigan
48824

Phone 517.355.5014
Fax 517.353.6772
www.finance.msu.edu

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