

# MOTOR VEHICLE RECORD (MVR) EVALUATION AUTHORIZATION FORM

---

## ***MASD Transportation Department***

The Board of Education of the Middletown Area School District recognizes the importance of enforcing the highest safety standards for staff, volunteers and students. Therefore, the School Board adopted Policy #810.1 - Loss Prevention - Motor Vehicle Record (MVR) Evaluation.

At times, the educational or extra-curricular needs of students will require the transport of students using District-owned vehicles. In accordance with Policy #810.1, the District will require that a staff person or volunteer using a District-owned vehicle in these situations will provide a valid Pennsylvania driver's license to the District. In addition, the staff person or volunteer will be required to authorize the District to obtain a motor vehicle record (MVR) evaluation from the Pennsylvania Department of Transportation.

This form will authorize the District to obtain a motor vehicle record evaluation (MVR) for the staff person or volunteer listed below. Motor vehicle record (MVR) reevaluations will be obtained upon initial authorization and on annual basis in the birth month of the person providing such authorization.

Questions regarding this authorization form may be directed to the Transportation Coordinator at [transportation@raiderweb.org](mailto:transportation@raiderweb.org) or 717-948-3300, ext. 3010.

I, *(please print)* \_\_\_\_\_,

- Understand that I am required to have and maintain a valid Pennsylvania driver's license in order to use a District-owned vehicle.
- Authorize the Middletown Area School District to obtain a motor vehicle record evaluation prior to my use of District-owned vehicle and on an annual basis in my birth month.
- Confirm that I have read Board Policy #810.1 and that I am not prohibited from operating a District-owned vehicle under the provisions of that policy.
- Understand that the District will take reasonable measures to ensure the confidentiality of my driver information from unauthorized employees.
- Understand that I am responsible to report to the Superintendent any accidents and/or violations of motor vehicle traffic laws other than parking violations, within thirty days of the incident.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Driver's License Number*

\_\_\_\_\_  
*Date*

**Please return this completed form to the Transportation Department in one of the following ways:**

Email: [transportation@raiderweb.org](mailto:transportation@raiderweb.org)

Fax: 717-948-4006

Mail: Transportation Coordinator, Middletown Area School District, 100 Industrial Lane, Middletown, PA 17057

In person: This form may also be dropped off at any office in the Middletown Area School District.

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: LOSS PREVENTION - MOTOR  
VEHICLE RECORD (MVR)  
EVALUATION

ADOPTED: September 22, 2008

REVISED:

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">810.1. LOSS PREVENTION - MOTOR VEHICLE RECORD (MVR) EVALUATION</p> <p>The school district recognizes the importance of enforcing the highest safety standards in connection with student transportation, as well as other transportation involving the use of district-owned or leased vehicles. This policy establishes the requirement that Middletown Area School District drivers will be properly licensed and will have a safe driving record.</p> <p>No employee or volunteer shall be permitted to operate a district-owned or leased vehicle for school purposes unless s/he has (a) a valid and current state driver's license, (b) a satisfactory driving record and (c) been granted permission to do so under the provisions of this policy.</p> <p>The district shall verify that every employee or volunteer who operates a district-owned or leased vehicle for school purposes has a valid and current state driver's license and a satisfactory driving record as described by the Bureau of Motor Vehicles. Such verification shall be effected as follows:</p> <ol style="list-style-type: none"> <li>1. Prior to being permitted to operate a district-owned or leased vehicle, an employee or volunteer shall furnish to the Superintendent or designee (a) a photocopy of his/her driver's license and (b) a written statement that s/he would not be prohibited from operating a vehicle in the course of his/her employment or volunteer status under the provisions of this policy.</li> <li>2. For every employee or volunteer who is permitted to operate a vehicle, the Superintendent or designee shall verify that the employee has a valid and current state driver's license and a satisfactory driving history record. Such verification shall be made using Penn Dot's Online Driver History Service.</li> <li>3. The Superintendent or designee, and any district employee who is to provide permission to use district-owned or leased vehicles shall have access to the information obtained from the Penn Dot Online Driver Vehicle History Service.</li> </ol>
--	---

The Middletown Area School District shall take reasonable measures to ensure the confidentiality of any driving history record from unauthorized employees.

For purposes of this policy, an employee or volunteer shall be deemed to not have a satisfactory driving record if:

1. The employee or volunteer has one (1) or more Type A violation, including DWI/DUI/OUI/OWI (pertaining to drugs or alcohol), refusing to take a substance test, driving with an open container of alcohol, manslaughter or negligent homicide using a motor vehicle, driving with a suspended or revoked license, operating a motor vehicle for the commission of a felony, aggravated assault with a motor vehicle, permitting an unlicensed person to drive, reckless driving, fleeing or evading police or a roadblock, resisting arrest, speed contest (racing), hit and run (bodily injury or property damage), failure to report an accident, and illegal passing of a school bus.
2. The employee or volunteer has any three (3) or more Type B violations in the past three (3) years, including having a license suspended, speeding, improper lane change, failure to obey traffic signal or sign, failure to yield, careless driving, and at fault accidents.

Any employee or volunteer who uses a district-owned or leased vehicle shall be responsible to report to the Superintendent, within thirty (30) days, all accidents and/or violations of motor vehicle traffic laws, other than parking violations.