

**MOTOR VEHICLE USE POLICY
AUTHORIZATION TO PROCURE
MOTOR VEHICLE REPORT (MVR)**

As part of the College Motor Vehicle Policy, we are required to annually update driver information on employees who are:

- Driving state or privately owned vehicles on state business
- Transporting students on College business/activity
- Using a College-sponsored rental vehicle

Please complete the following driver information, read the motor vehicle report authorization statement, and sign where indicated below:

Name: _____

Position Title: _____ Department: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Driver's License Number: _____

State License is issued: _____ Expiration Date of License: _____

Motor Vehicle Report Authorization:

This authorizes the procurement of a motor vehicle report (MVR) by College of Coastal Georgia as part of the requirements for obtaining permission to drive on College of Coastal Georgia business and transporting students and/or staff. The procurement of this report is subject to the provisions of the Fair Credit and Reporting Act.

I authorize College of Coastal Georgia to review my Motor Vehicle Report for a one-year period. Upon expiration, I understand that I must complete a new Authorization to Procure Motor Vehicle Report form if future travel is required.

Employee Signature

Date