

Student Guide for Motor Vehicle Records (MVR)

Students (age 20 or over) must request a Motor Vehicle Record (MVR) when:

- a. Driving a vehicle leased, rented, loaned to, or owned by Belmont University.
- b. Driving a personal vehicle more than once a week at the request of a Belmont employee as part of a university organized or university sponsored trip

OR

- c. Driving a personal vehicle more than once a week for a Belmont Affiliated or Chartered Student Organization (MVRs not needed for practices).

The Driver Safety Policy can be found on the Office of Risk Management and Compliance website at http://www.belmont.edu/riskmanagement/driving_policy.html

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2. Email the signed Driver Safety Policy, copy of your driver's license and proof of your auto insurance to the Office of Risk Management and Compliance at riskmanagement@belmont.edu
 3. If the MVR fee will be paid by a university department, please include the university departmental budget number on the Driver Safety Policy signature page.
 4. Once this information has been received, you will be sent an email which contains a web link to complete the MVR request.
 5. MVRs will be evaluated according to the Driver Criteria chart for approval (see page 4 of Driver Safety Policy).
 6. An email will be sent to inform you of the status after MVR evaluation, including any required training needed to complete the approval process.
 7. We cannot process MVRs for California drivers. Any students with a California driver's license must provide a statement from your vehicle insurance company with your driving history. This will meet the requirements.
 8. MVRs are valid for one calendar year and must be completed annually. It is the responsibility of the driver and the department to keep track of their MVR expiration date and to request additional MVRs as needed.
 9. Anyone involved in an accident or receiving a ticket during that year must notify the Office of Risk Management and Compliance within one week.

