



## MOTOR VEHICLE REPORT CONSENT AND INFORMATION FORM

**Employees and/or Job Applicants (not including Student Employees):** \_\_\_\_\_ (initial here)

I understand and agree that in connection with my application for employment and/or my continued employment with Tulane University ("Tulane"), Tulane needs to obtain motor vehicle record (MVR) information to confirm my eligibility or continued eligibility to drive Tulane vehicles (whether owned, leased or rented) in the course and scope of my employment. I understand that Tulane has an established MVR review policy that my driving history will be compared against to determine my driving eligibility. I have received a summary of my rights under the Fair Credit Reporting Act (15 USC Sec. 1681-1681(u)) and/or know that I may obtain a summary of my rights from the Insurance & Risk Management website.

**Students (including Student Employees):** \_\_\_\_\_ (initial here)

I understand and agree that Tulane needs to obtain motor vehicle record (MVR) information as a prerequisite to determine my eligibility to drive Tulane vehicles (whether owned, leased or rented) for Tulane-authorized activities. I understand that Tulane has an established MVR review policy that my driving history will be compared against to determine my driving eligibility. I further understand that Tulane will comply with all applicable laws, including the Family Educational Rights and Privacy Act (FERPA), and will not release or distribute any MVR information unless legally obligated to do so.

**All Prospective Drivers:** \_\_\_\_\_ (initial here)

I understand and agree that Tulane may use an outside agency to research my motor vehicle and driving records and that the outside agency will provide an MVR report to Tulane. Under the provisions of all applicable federal, state and local laws, I hereby authorize and permit Tulane, without reservation, to obtain an MVR from any and all states in which I have held a driver's license. I agree that a copy or facsimile of this authorization shall be valid as the original. This authorization shall remain on file and shall serve as an ongoing authorization for Tulane to obtain my MVR for lawful purposes at any time during my affiliation with Tulane unless revoked in writing. I understand that I have the right to receive a copy of the MVR report from the consumer reporting agency that compiled the report and to dispute any incomplete or inaccurate information directly with the consumer reporting agency.

I understand that I am required to notify the Office of Insurance & Risk Management in writing of any moving violations, accidents, driver's license suspension or revocation for any reason.

### DRIVER INFORMATION

Please check applicable box:  Staff  Faculty  Student  Job Applicant (Applicable Position: \_\_\_\_\_)

Print Full Name \_\_\_\_\_ DOB (mm/dd/yyyy) \_\_\_\_\_  
*Exactly as it appears on driver's license*

Tulane Email \_\_\_\_\_ Phone No. \_\_\_\_\_ Dept./Organization \_\_\_\_\_

List all states in which you have been licensed in the last 5 years: \_\_\_\_\_ List corresponding license number(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expiration Date of Current License: \_\_\_\_/\_\_\_\_/\_\_\_\_ First Became Licensed: (mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you received any moving violation(s) or been involved in any accident (including no-fault) within the past 7 years?  Y  N  
*[Note: Students should disclose all moving violations and/or accidents in driving history]*

If "Yes". list and explain in full detail, giving applicable dates, exact nature of offense, etc. (for speeding tickets, provide details on mph over posted limit). *An offense may not disqualify you as a driver, but a false statement will.*

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_