



MOTOR VEHICLE RECORDS CHECK PERMISSION FORM

Colby College has contracted with Good Egg to complete motor vehicle record (MVR) checks for Colby students, employees, and volunteers required to operate a motor vehicles on Colby business. Complete the following to have a copy of your MVRs provided to the College from Good Egg:

1. Complete and return the attached form to HR or Security. Good Egg will contact you via e-mail to login to the site and provide your personal information for the MVR application.
2. Follow the instructions and accept the terms for Good Egg to complete the MVR check and provide the results to Colby.
3. Good Egg will compile your MVR results and submit the information to Colby.
4. Following completion of the Good Egg application, please allow up to 5 business days to review the results before any driving occurs. All new student drivers must also complete a defensive driver safety course Moodle to become a Certified Colby driver and be notified by Security that they are cleared to drive.
5. Colby College reserves the right to deny driving privileges to any student, faculty or staff member on any vehicle owned, leased or rented by the College.

NOTE: Any driver who holds a non-U.S. license or is from California must obtain a copy of their own driving record before they will be permitted to drive for the College.

I have reviewed the College Fleet Safety Policy and understand that an acceptable MVR is a required condition to operate a motor vehicle on Colby College business. In addition, I understand the permissible criteria required to maintain my status as a Colby certified vehicle operator as defined in the Fleet Safety Policy. Finally, I understand that if I fail to notify my Supervisor immediately of any changes in my driving record potential disciplinary actions may be taken by the College up to dismissal.

Please Print Clearly

Date: _____ Colby Graduation Year (students only): _____

Department/Supervisor you are driving for: _____

Full Name: _____

Date of Birth: _____ License #: _____ State: _____

Email Address(for HireRight invitation): _____

I hereby certify that in the last four years, I have had no traffic violations or motor vehicle accidents of **any** kind in **any** place other than those listed below:

	<u>Date</u>	<u>Offense or Accident</u>	<u>Place</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

If additional space is needed please use the back of this form.

Signature: _____ **Date:** _____