

Using Personal Vehicles or University Vehicles for Departmental Business Memo

Date: August 26, 2019

Sender: Jonathan A. Karty, Assistant Chair on behalf of the Chair and Director of Business

IU policy requires that **ANY** driver conducting University Business in **ANY** vehicle (personal, University-owned, or rented) must have a current, approved IU office of Insurance, Loss Control, and Claims (INLOCC) Motor Vehicle Records Check (MVR) on file:

<https://protect.iu.edu/emergency-planning/personal-preparedness/travel-safety/driving.html>

<https://policies.iu.edu/policies/fin-ins-02-driving-privileges/index.html>

Traditionally this policy has not been brought up until a person's first travel voucher authorization. However, many personnel need to conduct University Business for which they are not reimbursed (e.g. travel to an alternate location for outreach or making a purchase from a local vendor). It is suggested that ALL faculty, students, and staff submit their driver's license information to INLOCC as part of the on-boarding process. Students and staff who have not done so should also submit their information for review.

Faculty, students, and staff need to go to <https://inlocc.iu.edu/CAS/MVR2/First/FirstStepSubmit.cfm> to submit their driver's license information to INLOCC. INLOCC will then conduct an MVR and determine whether the individual is approved for to drive on University Business. It should be noted that these records are confidential and will only be consulted when individuals need to complete a travel voucher, borrow the Department van, or rent a vehicle from the IU Motor Pool. The only information we receive is "approved" or "not approved"; no reasons for disapproval are revealed to Chemistry personnel.

Sincerely,

Jonathan A. Karty