



MOTOR VEHICLE DRIVING RECORD AUTHORIZATION FORM

I _____ authorize Presbyterian Villages of Michigan (PVM) to obtain my driving record history for the purpose of assessing my qualifications and insurability to transport residents, staff, clients, volunteers and/or drive agency vehicles. I further understand that this information may be used to determine my qualifications for employment or volunteer opportunities, in which transporting others and/or driving is a responsibility of the role.

I understand that an annual copy of my driving record will be obtained, and that PVM will be notified of any traffic violations received throughout the year. In the event that my driving record no longer meets the necessary qualifications, I understand that I may be relieved of the ability to transport others, and/or drive for PVM, and in cases of employment, I may be relieved of my position.

In addition, this authorization shall remain on file and shall serve as ongoing authorization for PVM to procure such reports at any time, and share the report with the insurability agent of record for PVM.

I understand that I must meet the following qualifications and guidelines pertaining to my driving record, and I certify the following:

1. I currently have a valid driver's license and/or chauffeur's license. _____ (initial)
2. My personal driving record does not have more than two (2) minor moving violations within the last three (3) years. _____ (initial)
3. My personal driving record does not have more than one (1) preventable accident within the last three (3) years. _____ (initial)
4. My personal driving record does not have any major violations within the last five (5) years. _____ (initial)
5. I will notify my PVM HR manager of any ticket involving a motor vehicle pending resolution. _____ (initial)

Full Name as it appears on Driver's License (Print Clearly): _____

Driver's License Number: _____

Date of Birth: _____

Signature: _____

Date: _____

Cc: Risk Management
Human Resources
Volunteer Services

2/2016