CENTRAL PIEDMONT

Driver Disclosure Form

Disclosure and authorization for a Driving Record/Motor Vehicle Record (MVR) check
A minimum of five business days is required to process a form.

Please print information exactly as it appears on your driver's license:

Employee Name _____ Date of Birth _____
Last, First MI (mm/dd/year)

Address _____ County _____

City/State _____ Zip _____

Driver's license # _____ Driver's license state _____

PLEASE READ AND SIGN THE FOLLOWING

Full-time/Part-time employees operating a CPCC owned motor vehicle or a motor vehicle in the care and custody of CPCC, must provide a valid driver's license number to the Enterprise Risk Management office. Use of these vehicles is for College purposes only. The information provided will be used for MVR processing.

Along with the initial MVR processing, the driving record of each employee authorized to operate a College vehicle will be continuously monitored by an MVR vendor. Enterprise Risk Management will be notified about all changes in MVR status, including infractions and accidents. Employees authorized to operate CPCC owned vehicles must report any changes to their MVR status as soon as possible.

The valid driver's license must adhere to the minimum guidelines below:

1. Employee must hold a valid North Carolina or South Carolina driver's license.
2. Any employee with more than two (2) "current" convictions of a moving violation and corresponding state points or at fault accident will not be allowed to operate college-owned vehicles. "Current" means the period necessary for points to be deleted from the state driver's license record, which is usually three (3) years.
3. Any employee with a conviction of a major violation within the last three (3) years will not be allowed to operate a college vehicle. Major violations include: DUI, vehicular homicide, reckless driving, leaving the scene of an accident in which bodily injury results, or assault with a motor vehicle.

The undersigned agrees to a Driving Record/Motor Vehicle Report (MVR) check:

Employee Name (please print) _____ Dept. _____

Employee Signature _____ Date _____

Please submit completed form to ERM@cpcc.edu

CPCC Enterprise Risk Management has been qualified by the NC Division of Motor Vehicles to receive driver information pursuant to 18 U.S.C. § 2721(b) and has certified that CPCC will not disclose personal information contained in the records. See the Federal Driver's Privacy Protection Act.

SUBMIT