

## F. DRIVER APPROVAL PROCESS

A person must have a Texas Drivers License, have 6 years of licensed driving experience, and be approved by District Risk Management to be eligible to drive any District vehicles, including golf carts and gators. The approval process is described below.

1. An employee or authorized volunteer transporting students in any vehicle must be an approved driver.
2. No student may drive on District business.
3. An employee or volunteer must receive supervisor approval before requesting to become an approved driver. Upon approval, the supervisor must make a photocopy of the employee or volunteer driver's license. The employee or volunteer will sign a release form (district drivers request form) requesting to be an approved driver and **authorize** the District to process a Motor Vehicle Report (MVR). The **signed** release form and photocopy of the employee or volunteer driver's license should be given to the College Executive Business officer or designee ([approved driver coordinator](#)).
4. To request a motor vehicle report, the College Executive Business Officer or designee must submit the employee or volunteer name as it appears on the driver's license, driver's license number and date of birth to District Risk Management via email or other expedient means.
5. The approved driver coordinator must keep the photocopy of the employee's driver's license and the authorization form in a secured location for a minimum of two years. At the end of a two-year period the file should be archived.
6. District Risk Management will submit the names and other information referenced in paragraph F3, to the Motor Vehicle Records Service to obtain the driving record of each potential driver. The Motor Vehicle Report must reflect on the last three years of an employee/volunteer driving record.
7. The driving record of the employee or volunteer will determine whether the individual is approved or rejected as a DCCCD driver.
8. If the individual is approved, District Risk Management will add the individual's name to the Approved Driver's List.
9. The District Risk Management Office will send a notice of approval or rejection via Email or other expedient means, to the College Executive Business Officer or designee.
10. An employee or volunteer who is not approved to drive will receive a confidential envelope from Risk Management with a copy of the Motor Vehicle Report and a letter of acknowledgement. The employee or volunteer will need to sign the acknowledgement letter and return the signed acknowledgement to District Risk Management.
11. District Risk Management will keep a copy of the Motor Vehicle Report in a secured location for two years. At the end of the two-year period the material should be archived.