



The Catholic University Of America Driver Application and Motor Vehicle Record Check

**PRINT ALL INFORMATION EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE
(show information from all licenses held from all sources over the past three years)**

Last Name: _____ **First:** _____ **Middle:** _____

Driver's License #: _____ **State :** _____ **Exp. Date:** _____

Last Name: _____ **First:** _____ **Middle:** _____

Driver's License #: _____ **State :** _____ **Exp. Date:** _____

''

Driver's Email: _____ **Driver's Phone #:** _____ **Date of Birth:** _____

Department: _____ **Job Title:** _____

Classification: Faculty: Staff: Student: Volunteer: University ID# _____

Type of CUA vehicle regularly driven: _____

Frequency of Employee driving: _____

AUTHORIZATION AND ACKNOWLEDGEMENT OF DRIVER RESPONSIBILITIES

All persons (employees, students, volunteers) who drive any vehicle on University business are required to provide current driver's license information for verification of license status and driving history.

By signing below, I authorize The Catholic University of America to obtain my MVR on an annual basis from any state where I have held a driver's license in the last 3 years. I understand that the University will consider this information when making decisions regarding my ability to drive University vehicles and regarding my employment at the University. In the event of an adverse personnel decision based on MVR information, I understand that I will be provided a copy of the MVR data, and given an opportunity to refute or correct that information.

Furthermore, I understand and agree that driving any vehicle on University business imposes certain requirements and responsibilities on all drivers as listed on the reverse side of this form. I agree to abide by these obligations and requirements, and any other laws or policies that may be applicable. I understand that failure to comply with these requirements, and failure to maintain an acceptable or conditional driving record, may result in disciplinary action up to and including suspension or revocation of University driving privileges and/or termination of employment.

I understand and acknowledge that this MVR may be considered a "consumer report" under the provisions of the Fair Credit Reporting Act, that I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided a proper identification. The University's disclosure of intent to procure such a consumer report has been attached to this form.

Applicant's Signature: _____ **Date:** ____/____/____

*Qprf 'j cpf y tkvgn'uki pcwtgu'ceegr vgf +

Supervisor Authorization: _____ **Date:** ____/____/____

(Only required for staff drivers)

Staff Supervisor use only:

Driving is – an essential responsibility of the job: A non-essential responsibility of the job:



The Catholic University Of America DRIVER RESPONSIBILITIES

When driving any vehicle on Catholic University of America business, I agree to each of the following:

1. Drive with courtesy and exercise reasonable caution to prevent collisions or other losses.
2. Have a valid US driver's license in my possession at all times.
3. Use University vehicles for authorized, official purposes only; not to make unauthorized stops.
4. Operate vehicles in accordance with University policies and follow all applicable traffic laws.
5. Not to use a cell phone or other devices (text messaging/email/PDA) while driving.
6. Drive vehicles at lawful speeds that are appropriate to road, loading, and hazard conditions.
7. Assume responsibility for any fine or citation received while driving on University business.
8. Not transport unauthorized passengers or permit any unauthorized person to drive the vehicle.
9. Not operate a vehicle unless all occupants are wearing seatbelts.
10. Not drive under the influence of alcohol or drugs, including medications.
11. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
12. Inspect the vehicle for obvious safety concerns prior to use, report defects to the appropriate authority, and not operate a vehicle that has deficiencies that make it unsafe to drive.
13. Immediately report all accidents or traffic citations to my direct supervisor.
14. Immediately advise my direct supervisor of any change in driving status such as license suspension or revocation.
15. Immediately advise my direct supervisor of any inability to drive safely and without impairment.
16. Participate in driver training as specified by applicable University regulations, and not operate a vehicle on University business if applicable required training has not been completed.
17. The transportation of hazardous materials is prohibited without the expressed permission from the University's Environmental Health and Safety Office, <http://ehs.cua.edu/manuals/environmental/8-5-ChemicalSafety.cfm>

I understand failure to comply with these requirements, and failure to maintain an acceptable driving record, may result in disciplinary action up to and including suspension or revocation of University driving privileges and/or termination of employment.

Signature: _____ **Date:** ____/____/____

FORWARD COMPLETED FORM:
Environmental Health & Safety Office
Power Plant room 200



The Catholic University Of America

Disclosure of Intent to Procure Consumer Reports

As an ongoing part of Catholic University's administration of the university driving policy, the university will conduct Motor Vehicle Records checks for employees, students, and volunteers who may operate motor vehicles on behalf of the University.

When used for employment purposes, these records checks may become "consumer reports" under federal law.

The Federal Fair Credit Reporting Act ("FCRA") protects consumers and provides them rights with respect to "consumer reports". In addition to the traditional "credit report" that credit reporting agencies provide, FCRA applies to Motor Vehicle Records checks that Catholic University conducts on applicants and its employees for employment purposes. Accordingly, an authorization has been prepared for each applicant and Catholic University employee to sign that will allow Catholic University to conduct only the driving record checks.

Catholic University will not use this authorization to obtain any credit or financial information about you, nor does this authorization permit Catholic University to use the consent in such a manner.

You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of Your Consumer Rights Under the Fair Credit Reporting Act.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRA's are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance or employment – must tell you, and give you the name, address and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are entitled to one free report every 12 months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

A Summary of Your Rights Under the Fair Credit Reporting Act (cont.)

- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve your dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, in error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old, ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for send you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.