

# Motor Vehicle Record (MVR) Authorization Instructions

## Overview

Drivers of university vehicles must be university faculty, staff or students, at least 18 years of age, and properly licensed in accordance with the laws of the State of Michigan. It is the responsibility of the supervisor/department head to check for a valid operator's license before authorizing use of a university vehicle. Vehicles will not be released to a driver without a valid license. Valid operators' licenses are those issued in the United States or Canada.

For a university employee or student who has a Michigan driver license, there is no cost for the MVR check. The fees for MVR's outside of the State of Michigan will be charged to the vehicle operator's department. A short code must be provided for the billing of fees.

Drivers with seven or more points on their driving record will immediately lose their privileges to drive university vehicles. These checks must be performed no less than once per year, or upon renewal after the license expires.

## MVR Instructions

- 1) Go to <https://pts.umich.edu/internal/mvr/>
- 2) You will see a yellow button titled "MVR Check" in the upper right hand corner. Click on the button and complete all the information fields using the information below:
  - a) Classification: **Student**
  - b) Department: **185500 LSA Psychology**
  - c) Department Address: **1343 East Hall**
  - d) Department ZIP: **1043**
  - e) Short code: Detroit Initiative: **Detroit** OR Project Outreach: **ProjO**
  - f) Supervisor/Delegates: **scircele** AND **chloedav**
  - g) UMOD Group Ownership: *Leave blank*
- 3) Check the box authorizing PTS to check your driving record.
- 4) Verify the information is correct, then click the Update Profile button. A box will pop up stating profile updated.
- 5) Click the Check/Renew Status page. This screen tells you the status of your approval, when that approval expires, and if there is any action you need to take to complete the approval process.

NOTE: Students are not charged a fee to check their driving record. The Psychology Department will pay for your MVR, as long as you type in the correct short code.