Motor Vehicle Record 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 shortcode 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.

Instructions

1. Go to https://pts.umich.edu/internal/mvr/
2. You will see a yellow button titles “MVR Check” in the upper right hand corner. Click on the button.
3. Complete all the information fields using the information below. In the delegate’s box, enter the unique names that are listed below (instruction #3e). There is a fee to check a driving record from any state (other than Michigan) or Canadian province that will be charged to the designated short code. Be sure to list the correct short code.
   a. Title: Student
   b. Department: Psychology
   c. Department Address: 1343 East Hall
   d. Department ZIP: 1043
   e. Short code:
      PSYCH 317, PSYCH 319, and PSYCH 325 students type “Detroit” (excluding quotation marks)
      PSYCH 211 students type “ProjO” (excluding quotation marks)
IMPORTANT! Delegates who can check the status of this driver: please list sarahwag and chloedav

NOTE: Students are not charged a fee to check their driving record. The Psychology Department will be paying for this to be done as long as you type in the correct short code.

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4. Check the box authorizing PTS to check your driving record.

5. Verify the information is correct, then click the Update Profile button. A box will pop up stating profile updated – ok if all the information is completed correctly.

6. 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.

7. Select the Log Out button in the upper right hand corner.

8. An email will be sent to you once your request has been processed indicating your status as approved, or not approved, to drive a university vehicle.