

## Student Driver Policy for 24-25



### Center for Personal & Professional Development

As we move towards the start of a new year, annual MVR checks will be performed and reviewed per our insurance carrier's requirements. To that end, I will need you to please follow through these steps with any responses or questions sent to me **by Monday August 19th**.

- **If you submitted in 23-24 and your MVR was checked last year, and you will still be driving on Berry business for 24-25, there is nothing you need to do as far as your personal record being checked. It will be pulled automatically if you don't notify me otherwise.**
- **If you DID NOT submit in 23-24, but will begin driving on Berry business this coming year, please use the link below and submit the authorization form and info online (must be signed in to your Berry account to access)**
- **Any returning students you hire (or re-hire) who will drive, please enquire if they submitted and were cleared in 23-24. If so their's will be pulled automatically and you will be informed if there is any change in their status. I realize, especially incoming students, some of those may come after August 19th and that is fine – the more of a head start I can get on these the better.**
- **For those who have submitted for themselves, or had student workers do so, since May15th of this year, they are complete and do not need to resubmit unless their license status has changed or were ineligible and wish to be reconsidered.**
- **For Fac/Staff new hires since May 15th of this year, you are likewise complete and do not need to resubmit.**

As always, if there are any questions about what driving requires clearance – i.e. constitutes official Berry business – please reach out directly to me.

The authorization form link is: [https://forms.office.com/Pages/ResponsePage.aspx?id=LIIV2uSs2EWyZmlVWV-HFCuE2JOSBT5MoomAcO\\_xPVZURVk1MFIYRUtGV1RYWDNRVUJNSTZaU0M4TS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=LIIV2uSs2EWyZmlVWV-HFCuE2JOSBT5MoomAcO_xPVZURVk1MFIYRUtGV1RYWDNRVUJNSTZaU0M4TS4u)

Since this process was implemented last fall, I have reviewed over 850 MVR's so this is a rather large undertaking. Unless and until you hear otherwise, consider yourself and/or student workers cleared. If someone is ineligible, or otherwise restricted, you will hear directly from me with no specifics as to why so as to protect privacy. Your assistance and cooperation is greatly appreciated and crucial to getting this done in a timely and efficient manner.

Thanks

Danny

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