MOTOR VEHICLE RECORDS (MVR) CHECK* FLOW CHART

(MVR checks are required prior to a person being authorized to drive an MIT vehicle.)

Employees (Current & New)
Subject to Collective Bargaining

STOP!
Subject to Collective Bargaining Agreement

Employees, Contractors & Students

New Hire/ New to MIT who will drive an MIT owned vehicle

Current: MVR Record Has Not Been Checked Within 36 Months of 4/1/16

SEMO Conducts MVR check prior to driving MIT Owned vehicle (Upon hire)

SEMO Conducts MVR Check by Dept Scheduled by Last Name:
A – H (May 16 – Spt 16)
I – Q (Oct 16 – Feb 17)
R – Z (March 17 – July 17)

Dept. tracks driver check history & schedules revalidation checks
* Once every 36 months

Current: MVR Record Has Been Checked Within 36 Months of 4/1/16

STOP!
Subject to Collective Bargaining Agreement

* In compliance with MIT Vehicle Use Policy