



Conducting Motor Vehicle Record Checks

Do you have employees driving vehicles owned by your organization? Do you have employees driving personal vehicles in the scope of their assigned duties? If so, you should be familiar with conducting motor vehicle record checks. Conducting checks of employees' motor vehicle records (MVRs) can help identify potential exposures of those who have driving responsibilities. MVRs should be checked **prior** to employment along with **annual** MVR checks for those employees who drive as part of their jobs.

Due to privacy concerns, a governmental entity can only use records for permissible purposes. Only authorized personnel should have access to records and use must be controlled. The DPS contract states:

'The Governmental Entity shall restrict access to, use of, and disclosure of Driver Records, including Personal Information, to designated personnel solely for the purposes as identified herein. Access to and use of Driver Records by the Government Entity's personnel that are not authorized is strictly prohibited. Any access, use and disclosure not required for the purposes of this Agreement or for any unofficial purpose is strictly prohibited. Violation of the federal Driver's Privacy Protection Act or the Texas Motor Vehicle Records Disclosure Act may result in civil and criminal penalties.'

How do I obtain motor vehicle records?

- Governmental entities may request motor vehicle records from the Texas Department of Public Safety (DPS) online via a contract. To request a contract, contact the **Driver License and Record Service** at e.commerce@dps.texas.gov. The DPS will review the request to determine eligibility under Chapter 730 of the Texas Transportation Code and determine if there are fees. With an approved contract, an agency can request records, view, and/or print them the same day. Information about types of records can be found [here](#).
- Alternatively, an entity can obtain a hard copy report, DR-1 form, for a driver. The form can be accessed at www.dps.texas.gov/internetforms/. Those entities defined as "Government Agencies" should indicate appropriately on the second page of the form at Exception #2.
- For information on how to request records and verify any fees, the DPS Drivers License Customer Service phone number is (512) 424-2600. DPS cannot take MVR requests by phone or fax.
- Individuals can request their own records at www.texasonline.com or www.texas.gov. Look for the link to purchase a driver record.

Now that you have the MVR . . .

- A point system for violations is recommended. A sample system can be found [here](#) on page 29 of our Safety Manual Sample. Appropriate personnel, management, and legal advisors should review a policy and apply your entity's preferences.
- Driver training should be conducted for drivers that are close to the point system limit. Periodic training for all entity drivers is recommended.
- It is important to remember that an MVR only shows violations, and sometimes the reports are months behind. Supervisors and managers should take into account employee driving behavior and respond accordingly.