



REQUEST FOR REVIEW OF MOTOR VEHICLE RECORD (MVR)

Before operating any university owned, leased, or rented motor vehicles for official university business, a 3-year history of an employee's Texas driver license record must be obtained, reviewed, and assigned an acceptable rating. If a full 3-year history is not available from the Texas Department of Public Safety, then it is the employee's responsibility to obtain and provide a copy of their driving records from any previous state(s) of residence.

Please complete the following information and send this form to ehsafety@uta.edu, or print and mail to: Environmental Health & Safety at Box 19257.

Form with fields: FIRST NAME, DATE, LAST NAME, UTA EMAIL, TEXAS DRIVER LICENSE NUMBER, DATE OF BIRTH, Have you had a Texas license for at least 3 years or longer?, If not, did you hold a license in another state(s) within the last 3 years?, DEPARTMENT, PHONE, NET ID, UTA ID, SUPERVISOR FIRST NAME, SUPERVISOR LAST NAME, SUPERVISOR'S EMAIL, SUPERVISOR'S PHONE.

MODIFICATION TO THIS EXHIBIT IS STRICTLY PROHIBITED.

• NOTE: Employees are not allowed to drive any UTA vehicles until they receive notice that their driving record has been approved and they have successfully completed the Defensive Driving Awareness Course (online https://uta-ehs.org).

----- FOR EH&S USE ONLY -----

RESULTS

Form with fields: ACCEPTABLE, RATING: 1 2 3 4, DATE RECEIVED, NOT ACCEPTABLE, REVIEWED BY.