

EMPLOYEE AUTHORIZATION TO CONDUCT MVR CHECK

In accordance with the provisions of the Procedures for Operating a District Vehicle, I hereby authorize the Killeen Independent School District (Killeen ISD) to conduct an inquiry of my personal motor vehicle operating history as maintained under the authority of the State Department of Public Safety.

I understand that this information will be retained in my personnel records for future reference, and that my ability to operate vehicles owned or provided by the District for authorized activities will be contingent upon a favorable review of my driving record. Additionally, such MVR checks may be conducted on a periodic basis in the future to document continued compliance with State driving laws and the minimum requirements of the District to operate vehicles as an "approved driver."

I agree to report any restriction and /or temporary or permanent revocation of my driver license to the Risk Management Department of KISD on the next business day following receipt of notification of such action by State or local authorities.

I understand that I am responsible for payment of any traffic ticket or ordinance violation fines determined to be attributable to me while driving a district vehicle. Effective with the signing of this authorization, the Killeen ISD, a political subdivision of the State of Texas, and the undersigned employee, an employee of Killeen ISD, agree that sums to pay the amount of fines attributable to the employee while driving a district vehicle will be deducted from pay in accordance with the terms of this agreement.

I have been provided with and reviewed a copy of District Administrative Procedure III-T, Operating a District Vehicle and Procedure III-S, Transportation Management Accident Reporting and agree to comply with the requirements of the District.

Printed Name (Exactly as it appears on Driver License)

Employee Signature

Date

Driver License Number

State

Date of Birth

Employee ID #

Campus/Org. Code

Supervisor's Signature

Note: Please return this form to the Risk Management Department. Original must be on file before the MVR report is ordered.