

MOTOR VEHICLE RECORD REVIEW POLICY

INSTRUCTIONS FOR CHECKING UNIVERSITY DRIVER ACCEPTABILITY

1. Enter Banner.
 2. On the General Menu Form:

Type “SPACMNT” in the GO TO Box and then hit ENTER
 3. On the Person Comment Form:

Click on the down arrow next to box marked “ID”. In the drop down box, click on “person search”.

Enter Last Name or Last and First Names (case sensitive) and hit F8 to search.

Scroll down (using the down arrow on your keyboard) to the name you are searching for (when you stop on that line, their ID# will be highlighted). Hit Shift+F3 to select.

The Person Comment Form will come up with the ID number and name filled in. Hit Page Down.

If “MVR” appears on this screen next to **Comment Type:**, the student, staff, or faculty member is approved to drive a University vehicle. If the individual has several comment types listed, simply scroll down (using the down arrow on your keyboard) through the Comment Form to look for the Comment Type field marked “MVR”.
- NOTE:** If “MVR” does NOT appear on the Comment Form, this person is not authorized to drive a University vehicle. If this is the case, please contact either Ashlie Feick (9-6603) or Julie Carlisle (9-4540) for more detailed information.