

## **FAQ – DMV Monitoring Form (JMU Policy 4303)**

### **1. What is the DMV Monitoring Form?**

The DMV Monitoring Form authorizes JMU to review and monitor authorized driver's motor vehicle record to confirm eligibility requirements to operate university vehicles and ensure compliance with Policy 4303.

### **2. Why am I required to complete a DMV Monitoring Form?**

JMU requires employee and student drivers to maintain a valid driver's license and meet university driving qualifications.

### **3. Who must complete a DMV Monitoring Form?**

Any employee or student who operates a university vehicle needs to complete a form.

### **4. What information is reviewed through DMV monitoring?**

Driver's license suspensions, revocations, or expirations

### **5. Do I need to report traffic violations?**

Yes. Employees and students authorized to drive university vehicles must notify the Risk Management Training Coordinator of any convictions for moving traffic violations, any drug or alcohol related driving offense, and court convictions resulting in the suspension or revocation of their license prior to operating a university vehicle and no later than the close of the next business day. This applies to offenses while driving university or personal vehicles not associated with university business.

### **6. Who has access to my DMV monitoring information?**

Access is limited to Risk Management and Transportation.

### **7. Why does JMU monitor driver records?**

Policy 4303 establishes parameters and procedures for the university-owned vehicles and vehicles leased or rented by the university to be used by employees and students for conducting the business of the university.

## **8. What should I do if my driver's license information changes?**

Notify Risk Management if your name changes or resubmit a new form and let us know it replaces an old form.

## **9. What happens if I fail to submit the DMV Monitoring Form?**

Failure to complete required DMV monitoring documentation may result in the loss of university driving privileges until the requirement is met.