

Motor Vehicle Record Procedure

PURPOSE:

Pure Heart Church is committed to promoting safe driving practices and responsible risk management. This Motor Vehicle Record (MVR) Review Program establishes a structured and documented process to evaluate the driving eligibility of employees and volunteers who operate vehicles for church-related activities. The purpose of this program is to reduce risk, promote safety, and demonstrate due diligence by ensuring that only qualified drivers operate vehicles on behalf of the church.

SCOPE:

This policy applies to *all* employees and volunteers who operate a personal, rented, or church-owned vehicle while performing duties on behalf of Pure Heart Church. *No* individual may drive for church business unless they have completed the MVR review process and have been approved in accordance with this policy.

PROCEDURE:

- Follow all procedures as listed above in the Background Check Procedures 1-4.
- With Contact record still open:
 - Click Tools → Background Check (New)
 - Background Check Type: Background Check and MVR
 - Requesting Ministry: Choose your ministry
 - Email Template: Volunteer Background Check Invite
 - Check Alias: Skip
 - Accept FCRA: You must check this box
 - Submit → This will send authorization email to volunteer. This authorization will need their driver's license to complete.
- Applicants must send in a copy of the front and back of their driver's license along with a copy of their current insurance card. This can be brought into the office to the HR department directly or they can take pictures and email HR@pureheart.org.

REVIEW REPORTS:

- If Background Check and MVR come back with an "All Clear", you may proceed immediately with next steps to onboard your volunteer.

- If Background Check and/or MVR comes back with a “Needs Review”, the report must be reviewed by the Pure Heart HR Department. HR will determine if you may proceed and will set their Background Check either to All Clear or Not Clear.

APPROVAL AND DISQUALIFICATION STANDARDS

Drivers may be disqualified for invalid licenses, DUI/DWI within five years, reckless driving within three years, excessive violations, or unsafe driving patterns.

REVIEW SCHEDULE AND ONGOING MONITORING

MVRs are reviewed prior to initial authorization and every three years thereafter.

Drivers must report accidents or violations immediately.

CONFIDENTIALITY AND RECORD RETENTION

All MVR documentation is confidential and stored securely.

ENFORCEMENT

Failure to comply may result in suspension or revocation of driving privileges.