

# Student Guide for Motor Vehicle Records (MVR), Certificates of Insurance (COI) & Proof of Liability Insurance

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## **Requesting Motor Vehicle Records (MVR)**

**Students (age 20 or over) must request a Motor Vehicle Record (MVR) when:**

- a. Receiving reimbursement for mileage.
- b. Driving a vehicle leased, rented, loaned to, or owned by Belmont University.
- c. Driving a personal vehicle **more than once a week** at the request of a Belmont employee as part of a university organized or university sponsored trip.

OR

- d. Driving a personal vehicle **more than once a week** for a Belmont Affiliated or Chartered Student Organization (MVRs not needed for practices).

### **Motor Vehicle Record Process:**

1. Complete and sign the Driver Safety Policy no less than two weeks prior to the scheduled drive date. The Driver Safety Policy can be found on the Office of Risk Management and Compliance website at: [http://www.belmont.edu/riskmanagement/driving\\_policy.html](http://www.belmont.edu/riskmanagement/driving_policy.html).
2. Email the signed Driver Safety Policy, copy of your driver's license and proof of your auto insurance to the Office of Risk Management and Compliance at [riskmanagement@belmont.edu](mailto:riskmanagement@belmont.edu).
3. If the MVR fee will be paid by a university department, please include the university departmental budget number on the Driver Safety Policy signature page.
4. Once this information has been received, you will be sent an email which contains a web-link to complete the MVR request.
5. MVRs will be evaluated according to the Driver Criteria chart for approval (see page 5 of Driver Safety Policy).
6. An email will be sent to inform you of the status after MVR evaluation, including any required training needed to complete the approval process.
7. We can not process MVRs for California drivers. Any students with a California driver's license must provide a statement from your vehicle insurance company with your driving history. This will meet the requirements.
8. MVRs are valid for one calendar year and must be completed annually. It is the responsibility of the driver and the department to keep track of their MVR expiration date and to request additional MVRs as needed.
9. Anyone involved in an accident or receiving a ticket during that year must notify the Office of Risk Management and Compliance within one week.

### **Required Driving Training:**

1. Anyone who will be driving a 12 passenger van, box truck, cargo van, or similar cargo vehicle must complete a 45-minute driver safety training. This training is provided by the university and valid for three years once completed. You can access the training through the Driving Safety Course Instructions located on the Office of Risk Management and Compliance website at: [http://www.belmont.edu/riskmanagement/driving\\_policy.html](http://www.belmont.edu/riskmanagement/driving_policy.html), and notify [riskmanagement@belmont.edu](mailto:riskmanagement@belmont.edu) when you have completed the course.
2. Anyone whose MVR has a Borderline status must complete and provide proof of completion for a four hour Driver Safety Course such as the one located at: <http://www.tennesseeonlinetrafficschool.com/index.aspx>.
3. Anyone whose MVR has a Not-Approved status will not be allowed to drive for the university.

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## **Requesting Certificates of Insurance (COI)**

### **What is a Certificate of Insurance?**

A Certificate of Insurance is a document used to verify an entity is insured. Outside parties often request Belmont University to confirm various types and levels of insurance in connection with business agreements.

### **How to request a Certificate of Insurance:**

If you need a Certificate of Insurance, complete and send either the Standard COI Request Form or the Motion Pictures COI Request Form at least one week prior to the date needed. These forms are located on the Office of Risk Management and Compliance website at: <http://www.belmont.edu/riskmanagement/insurance.html>.

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## **Proof of Liability Insurance by Outside Vendor**

The University requires outside parties to provide insurance when performing work for or providing services to Belmont, or when using Belmont facilities. If you are hiring an outside vendor to come on campus (inflatables, food trucks, etc.) you must contact the Office of Risk Management and Compliance. Risk Management will need to review the contract as well as verify the vendor's liability insurance. If the vendor does not have proper insurance, you may be denied use of their services.