



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Bureau of Motor Vehicle Record Check

gme-adm-0014

About This Policy

Effective Dates:

04-17-2013

Last Updated:

04-10-2023

Responsible University Administrator:

Senior Associate Dean for GME

Policy Contact:

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Scope

This policy applies to all Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) resident physicians.

Policy Statement

As a condition for driving any vehicle on university business including your personal vehicle or a university vehicle, drivers must give Indiana University authorization to conduct a motor vehicle records (MVR) check and provide all necessary information for the check. Driving on university business will be prohibited if authorization to conduct a MVR check is not given.

Reason For Policy

The purpose of this policy is to define rules and regulations regarding motor vehicle record (MVR) checks for vehicles operated by residents during university business.

Procedure

An MVR check will be conducted annually unless the Office of Risk Management (ORM) determines a more frequent check is necessary. You will be provided a copy of the MVR check if requested and will receive a copy if its contents will affect the authorization to drive on university business. Because a suspension of your authorization to drive may impact upon your training, you and your department will be notified if your authorization to drive on university business is suspended or at risk of being suspended.

Indiana University will conduct an MVR check if an individual meets any of the following situations.

- A. Residents who drive or who are expected to drive on university business at any time whether using a university or a personal vehicle.
- B. Individuals offered a residency or fellowship position for which authorization to drive on university business is a requirement of the job.
- C. Any resident who wishes to drive a university vehicle.
- D. Anyone using a vehicle from the university Motor Pool or renting from an outside agency in the name of Indiana University.

E. Anyone who has had a vehicular accident while on university business or in a university vehicle.

If a resident is in one of these categories, an Authorization Form for Motor Vehicle Records Check form must be completed and submitted to the to the Office of Risk Management, Poplars 705, 400 E. 7th Street, Bloomington 47405 (**Reference 1**). This form will need to be completed again only if the state issuing the driver's license or the resident's name changes.

Indiana University monitors resident compliance with this policy and notifies the GME Office of residents who drive on university business after failing to authorize an MVR check or whom the university suspends authorization to drive on university business. Such drivers will be deemed to be acting outside the scope of residency training and will not be covered by The Trustees of Indiana University Defense and Indemnification Policies. In the event of a claim or suit arising while driving on university business under these circumstances, the driver will not be indemnified.

Drivers authorized to drive any vehicle on university business must report to ORM any accident occurring while driving a university vehicle, any license suspension, and any conviction for a moving violation whether the violation occurred on or off the job.

Definitions

A resident is an IUSM resident or fellow, or a non-IUSM resident or fellow electively rotating through IUSM and provides clinical care as part of a GME program.

University business means those activities that further the mission of the University and, in the case of an employee of the University, are within the scope and authority of that person's employment. For example: normal learner transportation activities (e.g., handicapped student shuttles) and Campus Bus are deemed to be "in furtherance of educational objectives" within the course of their normal use. E. g., driving, a personal vehicle on a University errand or from one location to another in the course of residency duties is university business. The definition applies whether the drive is reimbursed for use of a personal vehicle or not.

Implementation

The Designated Institutional Official (DIO) for GME is responsible for implementation of this policy.

Oversight

Policy authority for this document resides with the Graduate Medical Education Committee. The DIO and the Graduate Medical Education Committee are responsible for oversight.

History

1. Policy gme-adm-0014 approved by GMEC and published on 08 October 2008.
2. Policy reviewed, updated, and approved by GMEC on 17 April 2013.
3. Policy updated for formatting 02 March 2018.
4. Policy reviewed, updated, and approved by GMEC on 28 March 2018.
5. Policy updated for formatting 27 June 2018.
6. Policy reviewed and updated 10 April 2023.
7. Policy approved by GMEC 19 April 2023.