Overview

Drivers of university vehicles must be university faculty, staff or students, at least 18 years of age, and properly licensed in accordance with the laws of the State of Michigan. It is the responsibility of the supervisor/department head to check for a valid operator's license before authorizing use of a university vehicle. Vehicles will not be released to a driver without a valid license. Valid operators' licenses are those issued in the United States or Canada.

For a university employee or student who has a Michigan driver license, there is no cost for the MVR check. The fees for MVR's outside of the State of Michigan will be charged to the vehicle operator's department. A shortcode must be provided for the billing of fees.

Drivers with seven or more points on their driving record will immediately lose their privileges to drive university vehicles. These checks must be performed no less than once per year, or upon renewal after the license expires.

Instructions

1. Go to https://pts.umich.edu/internal/mvr/
2. Enter your uniqname and Kerberos password. The Driver Profile screen opens.
3. Complete all the information fields. In the delegate box, enter the uniqname of your supervisor or any person who needs to verify your driving status at the university. There is a fee to check a driving record from any state or Canadian Province, other than Michigan, that will be charged to the designated shortcode. The fee varies by state. To view the fee schedule click on the link for list of MVR fees.

4. Check the box authorizing PTS to check your driving record.

5. Verify the information is correct, then click the Update Profile button. A box will pop up stating profile updated – ok if all the information is completed correctly.

6. Click the Check/Renew Status page. This screen tells you the status of your approval, when that approval expires, and if there is any action you need to take to complete the approval process.

7. If this is your first time in the system or you need to be update or renew your request - click the Create Request button. A box will pop up stating request sent - ok. You have successfully completed the process.

8. Select the Log Out button in the upper right hand corner.

9. An email will be sent to you once your request has been processed indicating your status as approved, or not approved, to drive a university vehicle.