



INSTRUCTIONS TO DRIVE ON BEHALF OF SAINT MARY'S COLLEGE OF CALIFORNIA

If you are an employee, student or volunteer and are transporting others or yourself for any sort of school sponsored event, you need to be at least 18 years old and on Saint Mary's College of California's automobile insurance. To do so you need to complete a Motor Vehicle Report (MVR). This runs your driving record through the DMV.

WHAT ACTION DO STUDENTS NEED TO TAKE

Students need to submit the MVR annually and once approved, will be listed on SMC's Approved Drivers List, noting only the name of the individual and the state where they have a driver's license.

- 1) Check the to see if your name is on [SMC's Approved Drivers List](#).
- 2) If your name is ON the list → no further action is needed.
- 3) If your name is NOT ON the list → please submit an [online MVR form here](#).

Please allow 5-7 business days to process. Requests for approval need to be submitted at least one week prior to driving for the College; anything shorter cannot be ensured to be approved in advance. Additionally, we cannot process drivers licenses from US Territories or foreign countries.

WHAT HAPPENS AFTER I SUBMIT AN MVR

Once confirmed you have a clean record, you will then be added to the list of approved drivers for the College. If for some reason you are not authorized to drive for the College, your instructor will be notified.

You have the right to review your individual record. Should you choose to do so, please contact Ann Tomaselli at the SMC's Business Office at amt19@stmarys-ca.edu.