



## UW Motor Vehicle Records (MVR)

If you are planning on providing transportation of youth in the 4-H program you must complete the MVR. 4-H is a program of the University of Wyoming and anytime you transport 4-H members you are driving on University business. UW policy requires individuals who drive on University business to complete the MVR check annually. This applies to all driving, whether doing so in a personal, rental, county vehicle or UW vehicle.

All MVR checks expire on December 31st. However, MVR checks completed after October 1, apply to the next calendar year. For example, if you complete the MVR check on October 2nd, 2016, you are eligible to drive through 2017.

To complete the MVR please use the following steps:

1. Log into:
  - UW OFFICIAL VEHICLE USE POLICY INFORMATION, INSTRUCTIONS, and FORMS at <http://www.uwyo.edu/administration/operations/risk-management/vehicle-use-policy-information.html>
2. Select form to request driving privileges -- Click on NOT A UW EMPLOYEE
3. The first time you log on, you will be asked to create a profile, create a username and password
4. Click Register
5. Add your e-mail address
6. Motor vehicle records input form -- you will be instructed to enter information exactly as it appears on your driver's license. ·
  - In the following fields, enter the information as instructed below:
  - Department/Organization – enter UW Extension
  - Supervisor/Sponsor – enter Johnathan Despain
  - In the "NOTIFY" field -- enter Allison, Karen
7. Click the appropriate boxes for permission
8. Click on the submit button.

Thank you for completing the MVR process. Your involvement makes a difference in our Wyoming 4-H program!