###### **applying to become a SLC van driver**

**Eligibility -> Road Test ->MVR -> Evaluation**

**Eligibility**

Before beginning the process please review the mandatory eligibility criteria below:

* Be at least 19 years old
* Have a valid US issued license
* Been driving for at least 2 full years with a full valid license (not permit or junior license etc.)

**Road Test**

Applicants may schedule their road test through the online portal [calendly](https://calendly.com/slc-campus-operations/road-test?back=1&month=2023-03).

Prior to taking a road test the applicant will need to fill out an affidavit regarding their driving record, and submit/take a copy of their license to be entered into their driver file.  \* *Please arrive 10-15 minutes early to complete necessary paperwork.*

**Motor Vehicle Report ( MVR)**

After you passed your road test you will receive an email from screeningONE, the College’s vendor for complaint MVR checks. This report can take 2-3 days to process so we recommend that once the applicant receives the link, they fill it out immediately in order to prevent a delay in the process.

**Details related to the MVR release form may be found below. You do not need to submit in advance.**

**Evaluation Process**

The application/ Van Test form, as well as the motor vehicle report will be evaluated in accordance with the College’s established guidelines. Once reviewed, applicants will receive email communication of their van driving status within 1 week of submitting all necessary documentation.

If you have any questions regarding the process, or which steps you have left to complete, please feel free to reach out to [operations@sarahlawrence.edu](mailto:operations@sarahlawrence.edu).

**MOTOR VEHICLE REPORT ONLY**

RELEASE AND AUTHORIZATION

I in connection with my application for employment at Sarah Lawrence College hereby authorize Sarah Lawrence College, screeningONE, Inc and New York State of Department of Motor Vehicles to perform a pre-employment background screening check (including future screenings for retention, reassignment or promotion, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of Sarah Lawrence College, a sound business practice, but also for the benefit of all employees. It is no reflection on an applicant. I have read, understand, and signed the separate Disclosure concerning my rights.
2. All reports are confidential, and provided to Sarah Lawrence College for employment decisions only. Consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws.
3. I may review or obtain a copy of my report as provided by law, screeningONE may be contacted by writing to: screeningONE, Inc., 1860 N. Avenida Republica de Cuba, Tampa, FL 33605.
4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state, and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to Sarah Lawrence College or screeningONE.
5. I further release all of the above, including Sarah Lawrence and screeningONE, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I understand that Sarah Lawrence College will conduct an annual review of my motor vehicle driving record.
7. I agree to notify the Sarah Lawrence College Director of ​​Campus Operations and Auxiliary Services in writing immediately, if any changes occur on my motor vehicle record. This includes suspension of license, all moving violations, and accidents. Failure to notify the Director of ​​Campus Operations and Auxiliary Services may result in suspension or termination of employment.
8. I understand that authorization status is contingent on following Sarah Lawrence College van policies. At any point during my employment the Director ​​Campus Operations and Auxiliary Services may suspend or take away my college employment driving privileges.
9. I understand that I will be subject to re-testing upon the request of Sarah Lawrence College officials.
10. I agree to provide an updated copy of my license to Sarah Lawrence College in the event of expiration and/or change of address.
11. I agree that a copy or fax of this document shall be as valid as the original.

Your signature Date

**COURTS AND OTHER ENTITITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.**

**MOTOR VEHICLE REPORT ONLY**

DISCLOSURE

For the benefit of Sarah Lawrence College and employees, Sarah Lawrence College has a policy of performing pre-employment background screening on job applicants as a condition of employment. This policy is a business practice that protects everyone by helping to promote a safe and profitable workplace. All pre-employment inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA). The screening will be conducted by screeningONE, Inc., an outside agency. Sarah Lawrence College may obtain a consumer credit report and/or an investigative consumer report on you as an applicant or during the course of employment.

1. The report consists of information deemed to have a breaking on job performance, and may include information from public and private sources, public records, former employers, and references. The scope of the report may include information concerning driving record, civil and criminal court records, credit, worker’s compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal references.
2. The report may also include reference checks from former employers, co-workers, or other references. Any past employment reference check is limited to job related information. These are known as an “investigative consumer report.” This type of report is legally defined as a report based upon interviews that may contain information relating to my character, general reputation, personal characteristics, or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been request, you may contact Sarah Lawrence College or screeningONE, Inc. at (888) 327-6511, or at 1860 N. Avenida Republica de Cuba, Tampa, FL 33605.
3. In using a report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c)(3).
4. California Provisions: In California, any report concerning a consumer’s character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: You have the right to inspect screeningONE’s files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individual shows proper identification and pays for any copying charges: the applicant may be accompanied by one other person who must show proper identification; and trained screeningONE personnel will explain any of the information in the report and will provide written explanation for any coded information.

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| 1. 5. **CALIFORNIA, MINNESOTA, AND OKLAHOMA APPLICANTS ONLY:** 2. I request a free copy of any Consumer Report, Investigative Report, or Credit Reprot on me that is requested. 3. YES \_\_\_\_\_\_ NO \_\_\_\_\_\_ |

I, , hereby consent aid and authorize Sarah Lawrence College screeningONE, Inc. on the employer’s behalf, to prepare each report as defined above for employment purposes before employment or any time after employment.

Date: / /

Print Name: