



## AUTHORIZATION FOR MOTOR VEHICLE RECORDS CHECK

In compliance with guidelines established by the City of Plano, all employees whose positions require a Texas driver's license must meet and maintain the following driving history requirements.

1. No more than two (2) moving traffic violations and/or accidents recorded against the applicant's driver's license *by any licensing agency* within the preceding twenty-four (24) month period; and
2. No more than four (4) moving violations and/or accidents recorded against the applicant's driver's license *by any licensing agency* during the preceding thirty-six (36) month period; and
3. No DWI or DUID conviction during the preceding thirty-six (36) month period.

In order to certify your driving history, the City of Plano must conduct a Motor Vehicle Records Check. Your employment and/or continued employment with the City of Plano will be contingent, in part, on successfully meeting the driving history requirements listed above. If you do not meet these standards, you will be subject to exclusion from consideration for the position for which you have applied. If you do not maintain these standards as an employee, you will be subject to dismissal from employment.

**Please complete the information below (as stated on your driver's license):**

I, \_\_\_\_\_, hereby acknowledge and agree to authorize the City of Plano to request a report of my driving history. I understand that failure to list all of my traffic violations may result in not being hired by the City of Plano. Additionally, I understand that omission of violations after being hired by the City of Plano will result in disciplinary action, up to and including termination of employment. (I also understand that, if I am employed in a position which requires driving, I authorize the City of Plano to conduct checks of my driver's history as long as I am employed in a position requiring me to drive.)

Driver's license number: \_\_\_\_\_ State: \_\_\_\_\_

Driver's license class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address as shown on driver's license (Number, Street, State, ZIP Code):

\_\_\_\_\_  
\_\_\_\_\_

State number of traffic/vehicle citations you have received in the last three (3) years: \_\_\_\_\_

State number of vehicle accidents in which you have been involved and were the driver of the vehicle in the last three (3) years: \_\_\_\_\_

I certify that the above information is correct, and I understand that my employment will be contingent, in part, upon my meeting the City of Plano's driving history requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date