American Driving Records Information

1. Who needs to complete an ADR (American Driving Records) Release Form?
   - Any student worker who will be driving a company vehicle
   - Any student worker who will be driving on campus
   - College employees and faculty members who will be driving company vehicles
   - College employees and faculty members who will be driving students on/off campus for school related events

2. What paperwork needs to be submitted?
   - Completed ADR Release form
   - Copy of Driver’s license
   - Proof of insurance if using your own vehicle to carry students off campus

3. What are causes for denial?
   - Each request is decided on a case by case basis. Factors such as the severity of the incident, frequency, and timeframe are taken into account.
   - Actions that will result in automatic denial:
     ➤ Currently suspended license
     ➤ DUI (within the past three years)
     ➤ Two or more tickets for excessive speeding (15 above speed limit)
     ➤ Ticket for reckless driving
     ➤ Convictions
   - Actions that may result in denial:
     ➤ Ticket for unsafe driving/driving an unsafe vehicle
     ➤ Two or more tickets in the past three years
     ➤ Previous license suspension within the past five years
     ➤ Two or more accidents in the past three years
     ➤ Other miscellaneous items that may appear on an individual’s driving record