PURDUE UNIVERSITY | RISK MANAGEMENT

Request for Driver Authorization

Motor Vehicle Record (MVR) Check - Form RM01

Before you begin: Please read this page before opening the SambaSafety portal. Having the information below ready will help prevent delays or an incomplete request.

Processing time: Allow **5-7 business** days for processing. Do not wait until the day you need to drive.

1. Know what you will need

- **Your legal name** exactly as it appears on your driver's license.
- **Your email address**. Use your Purdue email if one is available.
- **Your driver's license number - not your license plate number**. Include any letter that appears before the number.
- **The Purdue department or student organization** you will be driving for. *No Acronyms* (please spell your area out). This field is required.
- **Your Purdue relationship/status** (for example: employee, student, graduate student, volunteer).

2. Enter the correct IO/WBSE information

If you are...	Enter in the IO/WBSE field...
Faculty, staff, temporary employees, or graduate student	12345 - there is no MVR charge.
Student employee, undergraduate student, or volunteer driving on behalf of a department	The department's Internal Order (IO) or WBSE number for the MVR fee. *This must be the correct number. Please check with your Business Office if unsure.*
Driving on behalf of a Student Organization	4321

3. Understand what you are agreeing to

By proceeding to the SambaSafety portal and submitting the request, you acknowledge and agree that:

- You have read and understand Purdue University's Use of Vehicles for University Business Policy and supporting documents and will comply with their requirements.
- Failure to comply with the policy or maintain an acceptable driving record may result in revocation of University driving privileges.
- Purdue University and SambaSafety may obtain your Motor Vehicle Record (MVR). An MVR check is required to become an Approved Driver for Purdue University.
- If approved, Purdue may include your name, the last four digits of your driver's license number, and your department/student organization affiliation in the Approved Driver Database on the Risk Management website.
- This permission does not constitute a release of your education record by Purdue University.

Review before proceeding: Use of Vehicles for University Business Policy | Risk Management Vehicle Use Information

4. Open the MVR portal and complete your request

SAMBA SAFETY WEB PORTAL

Questions? Contact Purdue Risk Management at riskmgmt@purdue.edu.