

Motor Vehicle Records Check

The UW Official Vehicle Use Policy took effect on July 1, 2011. Anyone who wishes to drive any vehicle on UW business must complete the “Form to Request Driving Privileges” in order to be granted driving privileges. There are two forms: one for UW Employees and another for individuals who are not UW Employees. 4-H Volunteer Leaders would complete the second form (not UW Employees). The regulation, policy and related documents can be found at <http://www.uwyo.edu/AUXSERV/FLEET/OFFICIAL-VEHICLE-POLICY/>

Adults who wish to be approved as a 4-H Volunteer Leader must complete two background checks.

- The criminal background check is conducted through UW Human Resources. Every 5 years, the volunteer leader will be rescreened for the criminal background check.
- The Motor Vehicle Records (MVR) check is conducted through UW Risk Management. The MVR check is required each year.
 - It is our responsibility to inform 4-H volunteer leaders about the policy and provide them with the necessary information and links to complete the motor vehicle records input form. This reminder is included in the annual renewal letter from the County 4-H Educator to each county 4-H volunteer leader (Letter C – Volunteer Renewal Template - annual).
 - The MVR link and instructions is also available on the State 4-H web site, under For Volunteers, Getting Started.
 - When the County 4-H Educator designates a 4-H volunteer leader(s) to chaperone and/or coordinates transportation for a county group to attend a 4-H event/activity, it is the County 4-H Educators responsibility to confirm that the designated 4-H volunteer leader(s) have passed the MVR check.
 - Instructions on how to confirm the MVR check for 4-H volunteer leaders are below.

For security purposes, any employee who works off campus, must complete the 2-factor authentication before they will have access to UW Motor Vehicle Records. Once the 2-factor authentication is completed, a County 4-H Educator will have the ability to confirm if a 4-H volunteer leader in their county has passed the MVR Check. This link will connect you to the site with instructions to complete the 2-factor authentication: <http://www.uwyo.edu/askit/displaydoc.asp?id=3302>

Steps to confirm MVR check for volunteer 4-H leaders:

If you are on a computer linked to the UW network you can Access WyoWeb directly. If you are on a computer that IS NOT linked to the UW network, you will need to access WyoSecure by going to <https://wyosecure.uwyo.edu/2f> and log in with 2-factor authentication. Follow the steps below to confirm MVR:

- Under the Main Tab: Faculty & Staff Resources (right hand side)
 - Click on PeopleSoft HMRS
 - Enter your username and password
 - From the Main Menu, select Manager Self Service
 - Select Job and Personal Information
 - Select Motor Vehicle Records

Congratulations! You are now in Motor Vehicle Records!

- Under Search Results, select the appropriate year
- At the top of the page, you will see two tabs
 - Pending Transactions, and
 - Completed Transactions
 - You can search individuals by last name in either tab. In the header, click on **Find**, enter the individual’s last name and click ok.
- Individuals who have recently submitted their consent for the MVR will be listed in Pending Transactions until their MVR has been cleared. At that time their name will be moved to Completed Transactions.