



Driver's License "LENS" Check *Purpose and Application*

Employees of SUNY Polytechnic Institute may by the course of their employment drive a university owned, leased or rental vehicle. In order to supply important information about the driving qualifications of drivers that SUNY Poly employs or regulates, the University Police Department participates in the New York State Department of Motor Vehicle's "License Event Notification Service" (LENS) program. The use of LENS can quickly identify any problem drivers, current license status and focus efforts to improve safety and decrease vulnerability.

As a requirement to drive a university owned, leased or rental vehicle, employees must complete/sign this application release form for a LENS check. No university vehicle usage is allowed without participation in this university safety program.

Application: Complete/Sign this release form for your LENS Check:

Name (*First, Middle, Last*): _____
(Please print)

hereby authorize University Police to verify my driver's license information. This is a DMV record check to determine my eligibility to operate a college owned/leased/rental vehicle.

Driver's License Client ID#: _____ *(listed on your driver's license)*

Faculty/Staff: _____ **Department:** _____

Date of Birth: _____ **Gender:** _____

Signature: _____ **Date:** _____

After entry into the LENS program, the university can be automatically notified of the driver license events that DMV posts to your drivers' records, items such as:

- The expiration and renewal of a driver license
- The suspension, revocation and restoration of a driver license
- Changes to a driver license class and privilege
- Traffic convictions
- Reportable accidents
- Driver license suspension and revocation orders
- Completion of a training course to reduce insurance premiums
- Changes to HazMat (*Hazardous Material*) endorsements
- Changes to MedCert (*Medical Certification*) status

LENS Check Review and Impact:

1. **Upon return of a valid driver's license, without any of the below listed safety concerns, an employee is permitted to drive a university approved vehicle.**
2. Should any of the below listed safety impact items appear in an employee's LENS review, the University Police Department will notify the Facilities Department, the employee and their supervisor to restrict university vehicle use until contact has been made with the employee and a complete review of the LENS license check has been completed. In some employment circumstances, Human Resources may need to be advised should it impact an employee's work requirements.
3. Applicants who are found to have one or more of the following driving violations would be precluded from operating a State owned/leased/rental vehicle and will be notified of such:
 - The lack of a valid driver's license or lack of completion of the probationary period for a driver's license. **No Conditional License accepted**
 - Driver is less than 18 years of age
 - In the past 18 months, any conviction of drinking or drug use while driving
 - In the past 18 months no more than 5 points on your license
 - In the past 18 months No speeding convictions that are 15 mph over the speed limit
 - In the past 24 months, a person has been involved in two or more accidents that are recorded in the Motor Vehicle Record
 - In the past 36 months, a driver has been convicted of reckless driving
 - In the past 36 months, a person was convicted of leaving the scene of an accident or failure to report an accident
 - Driver has been convicted of vehicular assault
 - Driver has been convicted of vehicular manslaughter
 - Any alcohol or drug related criminal conviction within the past 18 months

The University reserves the right to deny a person from operating a state owned/leased/rental vehicle in cases where special circumstances exist that make the driver a risk.

For UP office use only:

Date entered into LENS: _____ *Signature:* _____