

## **DRIVER'S LICENSE VERIFICATION**

For all those who drive university-owned vehicles

To promote safe driving practices for the protection of the university community, all those who drive university-owned vehicles are required to be included in the New York State Department of Motor Vehicles (DMV) License Event Notification Service (LENS). In addition, those that require a commercial driver's license (CDL) are required to be included in Clearinghouse for the Federal Motor Carrier Safety Administration.

LENS and Clearinghouse are data services that gather information daily from DMV's driver's license file, and confidentially report new information to a designated contact at the University at Buffalo.

The events that will be reported include:

- Expiration, suspension or revocation of a driver's license
- Restoration of a driver's license
- Traffic convictions
- Reportable accidents
- Completion of a training course to reduce points and insurance premiums
- CDL driver drug and alcohol program violations

Access to DMV records is strictly regulated by the Driver's Privacy Protection Act, a federal law that regulates how the DMV and its recipients of such information release and share information contained in DMV records.

Accordingly, those required to drive university-owned motor vehicles with a CDL in the course of your duties, you must complete and sign the attached form and return with your signed offer letter.

Please note that it is always the responsibility of the employee to notify the supervisor and refrain from driving when the employee's license is in a status requiring no driving. Employees and supervisors should not wait until receiving notification from Human Resources before taking appropriate action.

Thank you.

**Human Resources**  
**Division of Finance and Administration**

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**NYS Driver's License Information Form**

Complete the following:

- I acknowledge that to operate a university-owned vehicle, I am required to provide my driver's license information to enable my participation in Clearinghouse and/or LENS.

\_\_\_\_\_  
Full Name, as listed on driver's license (*please print legibly*)

\_\_\_\_\_  
NYS Driver's License ID #

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
License Class

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Name (*please print legibly*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

12/2023

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