

Due to changes at Service Arizona, the District is no longer able to process 39-Month Uncertified MVR's on behalf of drivers. You are now required to submit your own 39-month Uncertified MVR in order to be cleared to drive a district vehicle. All currently approved drivers are good for 24-months (previously 12-months) so please refer to the **District White Fleet Approved Listing** for new expiration dates. The listing can be viewed in **SharePoint** under **Information and Procedures/Superintendent and Board**.

Below is the process for obtaining the **MVR** for **ALL NEW DRIVERS** (and current drivers upon expiration):

1. Create your personal account at <https://azmvdnow.gov/home>
2. Click on the **Driver License and ID** tab and click **Driver License Record Request**.
3. Select **39-Month Uncertified MVR** and Add to Cart (each driver is responsible for the \$3.00 charge)
4. Print the **MVR** or email it to yourself (if you don't have access to a printer).

NON-DISTRICT EMPLOYEES: Submit **MVR** to the person that requested you as a Driver (i.e. Athletic Director/Coach/Principal/Teacher).

DISTRICT EMPLOYEES: Submit **MVR** to your Supervisor or to Vanessa Alley at the District Office or at valley@cguhsd.org. Please include your Name, Site, Job Title and Supervisor's Name along with the report.

If you have any questions about this new process, please let me know.

Thanks,

Vanessa

Vanessa Alley

Warehouse Supervisor

Casa Grande Union High School District

2676 N Trekell Rd

Casa Grande, AZ 85122

520.316.3360 Ext. 3775