

Title: Running Motor Vehicle Report and Adding Driver to Company Insurance

Date of Creation: 12/18/2024

Objective: To ensure proper procedure is followed for running a motor vehicle report (MVR) on new employees and adding them as drivers to the company insurance policy.

Responsible Department/Role: Human Resources (HR), Accounting, Employee

1. Introduction

This SOP outlines the steps for HR and the employee to follow in order to run a motor vehicle report (MVR) through the Nevada DMV website, verify the information, pay for the service, and add the employee as a driver to the company insurance.

2. Scope

This procedure applies to all employees who need to be added to the company's insurance as a driver. It includes steps for submitting a motor vehicle report (MVR) request, verifying employee details, processing the report, and submitting it to the insurance provider.

3. Responsibilities

- **Employee:** To enter their personal information accurately when prompted on the DMV website.
- **HR Department:** To verify the employee's information, process the payment for the report, and manage communication with the insurance provider.
- **Accounting Department:** To file the receipt and payment information for the transaction.

4. Procedure

1. Employee Action:

- Visit the Nevada DMV Motor Vehicle Report website:
https://dmvapp.nv.gov/dmv/dl/OL_DH/DrvR_Usr_Info.aspx
- Enter required personal information (name, license number, etc.) to request a motor vehicle report.
- Submit the form and proceed to the next step.

2. HR Action:

- Review the information entered by the employee to ensure accuracy.
- Pay for the service using the company card.
- Once the report is generated, save the report and receipt to the employee's personnel file.

3. Communication with Insurance:

- Email the motor vehicle report to LP Insurance (Catherine.love@ins.net)
- In the email, request to have the employee added as a driver to the company insurance policy.

4. Accounting Action:

- Email a copy of the receipt to the Accounting Department for record-keeping purposes.

5. Safety Considerations

- Ensure that all personal information entered into the DMV website is accurate to avoid delays or errors in processing.
- Safeguard all reports and sensitive information to prevent unauthorized access.

6. Equipment and Materials

- Company credit card for payment.
- Employee's personal and driver information.
- Email access for communication with LP Insurance and Accounting.

7. Documentation

- Motor Vehicle Report.
- Payment receipt.
- Email correspondence with LP Insurance.
- File containing the MVR and receipt saved in the employee's personnel file.

8. Troubleshooting

- **Issue: Employee information is incorrect on the DMV website.**
 - Solution: Employee should review and correct any errors before resubmitting the form.
- **Issue: Payment fails.**
 - Solution: Double-check the payment details or contact the Accounting department for troubleshooting.
- **Issue: Motor vehicle report is delayed or unavailable.**
 - Solution: Contact the DMV support team for assistance.

9. References

- Nevada DMV Motor Vehicle Report Request Website:
https://dmvapp.nv.gov/dmv/dl/OL_DH/Drvr_Usr_Info.aspx
- LP Insurance Contact Information: Allyson Givens, Email: allyson.givens@lpins.net



Running MVR & Adding Driver to Company Insurance

- Company Credit Card Information for Payment.
- Accounting Department Procedures.

10. Revision History

Revision Number	Date	Change Description	Approved By
1.1	12/18/2024	Initial SOP creation	Charlie Nguyen
1.2	08/25/2025	LP Contact Change	Roxanna Cordero Alcala

11. Approval

Approved By	Title	Date
Charlie Nguyen	General Manager	12/19/2024
Roxanna Cordero Alcala	Human Resources Admin	12/19/2024

12. Distribution

- This SOP will be distributed electronically to all managers and HR personnel via the shared drive.

This SOP is designed to ensure a fair and systematic approach to discipline, supporting employee development while upholding company standards. All personnel are encouraged to familiarize themselves with these procedures to maintain a respectful workplace culture.