



School Transportation Partners,

We are pleased to announce a new, streamlined process for requesting Motor Vehicle Reports (MVRs) for school drivers. Service Oklahoma's new School Bulk MVR Request Process allows school districts to submit requests for multiple drivers using a simple Excel spreadsheet in a single email, reducing paperwork and improving processing efficiency.

Create Your Spreadsheet

Create an Excel spreadsheet containing one row for each driver and the following six columns in this exact order:

A	B	C	D	E	F
Driver License Number	Last Name	First Name	Middle Name	Last 4 of SSN	Date of Birth
A123456789	Doe	John	Charles	1234	1/2/2000

Please ensure:

- All six fields are completed for each driver.
- There are no blank rows.
- No additional information is included in the spreadsheet.

Submit Your Request

Email your completed spreadsheet to SOKRecords@Service.ok.gov. In the body of the email, please include:

- Your name
- School district or organization
- A phone number where we can reach you with questions

You will receive an automated confirmation when your request is received and completed MVRs will be returned to you via secure email within 10 days.

If you do not receive the MVRs within 10 days, please contact me at tammy.henson@service.ok.gov.





Service Oklahoma

Additional information regarding DOT Medical Certificates

If your district employs Commercial Driver License (CDL) drivers who require a DOT medical certificate, please note that Service Oklahoma no longer accepts paper medical certificates.

Medical examiners now submit information directly to the Federal Motor Carrier Safety Administration (FMCSA) National Registry. Once processed, the driver's record is updated automatically .

To help avoid delays or posting errors, please remind your drivers to:

- Verify their exact driver license number with the medical examiner at each appointment.
- Confirm that their name is entered exactly as it appears on their driver license.
- Review their MVR within a few days after the examination to ensure their certification has posted correctly.

Questions regarding CDL medical certifications may be directed to CDLSupport@service.ok.gov.

Thank you for your partnership and for the important work you do for Oklahoma's students and schools.

Sincerely,

Tammy Henson

