

Faculty/Staff Driver Authorization Form

Under the College's Vehicle Use Policy, all employees (including faculty) and volunteers are required to complete a driver authorization form prior to driving

- (1) a State vehicle OR
- (2) a personally-owned vehicle on College business or for a College-related activity (each as defined in the Policy) where
 - a. the employee or volunteer will be driving any other employee or volunteer or student; or
 - b. the employee is seeking reimbursement by submitting a Travel Authorization Form.

Background Information:

Name: _____ Cell Phone: _____

Position and Department: _____ Campus Phone: _____

Van Safety Training Date (Necessary to drive a van only): _____

Driving Information: The following questions ask for information that you are obligated to update.

If there is any change to any of the answers you provide below, you are required to notify your supervisor promptly, and in any event prior to engaging in a covered driving activity (as described above). This means, for example, that if you receive a speeding ticket, or if your inspection sticker expires, you must tell us prior to driving a colleague to a meeting (for example).

- 1) Do you have a valid driver's license? YES NO State ___ License # _____
- 2) Do you have valid automobile liability insurance? YES NO
- 3) To your knowledge, is your personal vehicle in safe condition to drive? * YES NO
- 4) Does it have a current and valid inspection sticker? * YES NO

Questions 5-8 are REQUIRED ONLY if you will drive other employees, volunteers, or students in a personal vehicle on College business or a College-related activity. If you are completing this form only for reimbursement for your own use of a personal vehicle, you do not need to answer questions 5-8.

- 5) Have you had any moving violation¹ in the past 5 years? YES NO

Indicate the date² and briefly describe the nature of each violation (for example, whether it was a speeding ticket, reckless driving, etc.). If, as a result of vehicle-related convictions, you are currently in a special-risk, high-risk, or assigned-risk insurance pool, note that in your answer. Continue on the back of the form as needed.

* Questions 3 and 4 need to be answered only if you will be driving your personal vehicle on College business or for a College-related activity.

¹ Moving violations include speeding, reckless driving, and other traffic offenses other than parking tickets.

² Dates can be approximate, particularly for older incidents. For example, January 2009, "fall 2004", and "1990 or 1991" are acceptable.

6) Have you been in an accident as the driver of a vehicle in the past 5 years? YES NO

Indicate the date³ and briefly describe the nature of the accident. If the accident was minor (such as a fender-bender or other low-speed, low-damage incident), no further information is needed. For more significant accidents

- Give information relevant to the cause, such as whether you rear-ended another vehicle, were hit by a drunken driver, ran into an obstacle in the road, lost control while speeding, etc.
- Unless another driver was clearly at fault, indicate if serious injuries resulted.

Continue on the back of the form as needed.

7) Have you been convicted of DUI or DWI or the equivalent⁴ in the past 15 years? YES NO

Indicate the date⁵ and any other information you think relevant. Continue on the back of the form as needed.

8) Has your license been suspended in the past 15 years? YES NO

Suspensions for reasons unrelated to driving, driver safety, alcohol, or drugs do not need to be reported. Suspensions for failure to pay court fines or child support are examples of reasons that **do not** need to be reported. Failure to pass a mental or physical exam, or to stop at the scene of an accident, are examples of driving-related reasons that **do** need to be reported. Provide the dates* of the suspension, the reason for the suspension, and any other information you think relevant. Continue on the back of the form as needed.

Compliance with Vehicle Use Policy:

By signing this document, I certify the accuracy of the information I have provided, and that I have read and agree to comply with the Vehicle Use Policy, including the driver conduct regulations.

Signature of Driver _____ Date _____

Approval: I have reviewed the above information and authorize the above individual as a driver.⁶

Approving authority signature _____ Date _____

³ See note 2 above.

⁴ Different states use different terms for alcohol-related driving offenses, such as “OUI” (operating under the influence”).

⁵ See note 2 above.

⁶ If “yes” is the answer to any of 5-8, or if there is any other question as to whether authorization should be granted, check the Guidance for Implementation of Vehicle Use Policy.