

DRIVER AUTHORIZATION APPLICATION (APPLICATION MUST BE APPROVED PRIOR TO DRIVING)

Return this form with a copy of your driver's license to: Physical Plant, ATTN: Kim Reis

This form shall be completed by persons who may, for any reason, need to drive a University owned vehicle, or a vehicle leased or rented for the purpose of transporting passengers, regardless of their status as an employee (e.g., faculty, staff, etc.), student, student-employee or volunteer. **COMPLETE THIS FORM EVEN IF IT IS ONLY A POSSIBILITY THAT THE AUTHORIZATION MAY BE NEEDED IN THE FUTURE.** You will then be assured of your authorization should the need arise for you to drive. Carefully read this form and provide the following information:

PERSONAL INFORMATION:

PRINT: First Name, Middle Initial, Last Name		E-MAIL ADDRESS	SOCIAL SECURITY NUMBER	
HOME ADDRESS (address which appears on driver's license)		CITY	STATE	ZIP CODE
BIRTH DATE	DAYTIME TELEPHONE NUMBER	Status: _____	Employee _____	Student _____
		_____	Student Employee _____	Volunteer _____

LICENSE INFORMATION:

LICENSE NUMBER: _____ EXPIRATION DATE: _____

DRIVER'S LICENSE CLASS / TYPE: _____ ISSUED BY THE STATE OF: _____

List driving violations, if any, (excluding parking tickets), and describe any accidents in which you have been involved in the past three (3) years. If none, please indicate by stating "None." _____

GENERAL INFORMATION:

Description of official University business for which this request is made: _____

Dates of Departure / Return: _____ Check all that apply: _____

_____ University-owned Vehicle

_____ Rented / Leased Vehicle

_____ 12 - 15 Passenger Vans

I agree to abide by all laws and regulations pertaining to the operation of motor vehicles, as well as, University policy and driving regulations.

I agree to a check of my driving record for purposes of approval of this driver authorization. I also understand that my driving record will be checked at least annually to keep this authorization current.

To the best of my knowledge, the information on this application is correct. I understand that any misrepresentation or falsification of information may be sufficient cause for rejection of motor vehicle driving privileges at USI.

DEPARTMENT NAME: _____

PRINTED NAME OF SUPERVISOR _____

SIGNATURE OF APPLICANT _____ DATE _____

SIGNATURE OF SUPERVISOR _____ DATE _____

FOR RISK MANAGEMENT USE ONLY:

Reviewed by: _____

Risk Management Date

APPROVED

DENIED

COMMENTS: _____