

## Student Driver Authorization Form

Under the university's Vehicle Use Policy, you are required to complete a driver authorization form prior to driving

- (1) a university vehicle OR
- (2) a personally-owned or rental vehicle on university business or for a university-related activity (each as defined in the policy) where you will be driving another student or seeking reimbursement (applicable if you are also an employee of the university).

### Background Information:

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Age: \_\_\_\_\_

Van Safety Training Course Date (Necessary to drive any vehicle): \_\_\_\_\_

Trip or activity (Necessary if driving a university vehicle): \_\_\_\_\_

Student organization (if applicable): \_\_\_\_\_

\* \* \* \*

**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 the appropriate university official promptly, and in any event prior to engaging in a covered driving activity (as described above). This means, for example, that if you get a speeding ticket, your license expires, or if your inspection sticker expires, you must tell us prior to driving a university van or taking another student in your car on a field trip.

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 N/A\*

4) Does it have a current and valid inspection sticker? YES NO N/A\*

5) Have you had any moving violation<sup>1</sup> in the past 5 years? YES NO

Indicate the date<sup>2</sup> 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.

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

Indicate the date<sup>3</sup> 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.

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

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

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

<sup>3</sup> See note 2 above.

7) Have you been convicted of DUI or DWI or the equivalent<sup>4</sup> in the past 15 years? YES NO

Indicate the date<sup>5</sup> 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.

**Certification:**

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.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approval:** I have reviewed the above information and authorize the above individual as a driver.<sup>6</sup>

Approving authority signature \_\_\_\_\_ Date \_\_\_\_\_

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

<sup>5</sup> See note 2 above.

<sup>6</sup> If the answer to question 5, 6 or 7 is yes, or if there is any other question whether authorization should be granted, check the Guidance for Implementation of Vehicle Use Policy.