

COLGATE UNIVERSITY

Driver Authorization Request Form

REQUIREMENTS & INSTRUCTIONS

The Colgate University Driver Safety and Motor Vehicle Use Policy (available at www.colgate.edu/EHS) provides employee and student requirements for safe operation of Colgate University owned, leased, or rented motor vehicles. All authorized drivers must be at least eighteen years old and actively licensed to drive in any of the United States or the District of Columbia, and such license must have been valid for a minimum of one year. New hires may have their motor vehicle record included in a pre-hire background check and should complete this form at Human Resources on their first day of work. Third parties (i.e., non-employees and non-students) must formally register as a volunteer through Human Resources prior to requesting driver authorization.

STUDENTS Submit to **Campus Safety at 88 Hamilton Street:**

- This completed form, including signature from supervisor or their authorized designee
- Photocopy of valid 'Gate Card
- Photocopy of current driver's license (must have been valid for a minimum of one year)

EMPLOYEES Submit to **EHS at 123 Ho Science Center** or through Campus Mail:

- This completed form, including signature from supervisor or their authorized designee
- Photocopy of current driver's license (must have been valid for a minimum of one year)

You will receive notification when you are authorized to operate a university owned, leased, or rented motor vehicle.

APPLICANT INFORMATION

Name: _____ Phone: _____

Email: _____ ID/Gate Card #: _____

Department: _____

Job Title: _____ License valid for over one year? Yes No

Student - Class Year: _____ Employee - Classification: Full-time Part-time

CERTIFICATION

I affirm that I have read, understand, and agree to comply with the Colgate University Driver Safety and Motor Vehicle Use Policy. I authorize the university to obtain on my behalf a copy of my motor vehicle record from my state department of motor vehicles at the time I submit this Driver Authorization Request Form and at the university's discretion as long as I continue to seek authorization to operate university owned, leased, or rented motor vehicles. I agree to notify Environmental Health and Safety immediately if my driver's license is surrendered or revoked for any reason, and otherwise as required by the Driver Safety and Motor Vehicle Use Policy. Falsification of information or failure to comply with the Colgate University Driver Safety and Motor Vehicle Use Policy may result in disciplinary action, as well as permanent revocation of driver authorization.

Applicant Signature

Date

Department Authorization Signature

Date