



I have read the "Minimum Standards for Driving" stated below. _____
Initial

Driver Authorization is required for employees, students, and employees whose job requires them to drive on university business. This includes using:

- A university vehicle,
- Any rented, loaner or leased vehicle while on university business, or
- Personally-owned vehicle, if transporting other university employees or students.
- University golf cart or Utility-type vehicle

INSTRUCTIONS:

1. Read and completely fill out front of form.
2. Print legibly or type all information.
3. Obtain all the appropriate information and signatures before returning this form to the Office of Risk Management & Insurance
4. I agree to a check of my driving record for the purposes of approval of this driver authorization.

CHECK ONE	Faculty/Staff	<input type="checkbox"/>	Student	<input type="checkbox"/>	Other	<input type="checkbox"/>
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NAME						
	Last		First		Middle	
DATE OF BIRTH					M ____	F ____
	MM/DD/YYYY				SEX	
NUMBER OF YEARS DRIVING EXPERIENCE						
HOME ADDRESS						
	Street Address		City		State	Zip
UNIVERSITY DEPARTMENT						

WORK PHONE NUMBER	CELL PHONE NUMBER	HOME PHONE NUMBER
SAMFORD EMAIL		OTHER EMAIL

DRIVERS LICENSE NO		STATE		EXPIRES	

LIST ALL VIOLATIONS AND EXPLAIN:

:

FOR OFFICE USE ONLY:

_____ Approved for general fleet use or private auto on University Business (excluding vans)

_____ Approved for fleet van. Van course completed _____

_____ Denied:

_____ Frequency of violation and/or accident.

_____ Kind of violation, within the past 12 months.

_____ Had license less than two years.

_____ Giving false information on this form.

_____ Other _____

Risk Manager or Designee Signature

Date

REVIEW DATES: _____

EXPIRATION INFORMATION:

Expiration of this authorization is one year from approval date for volunteers and the end of the semester for students. Expiration for faculty and staff is at the termination of employment.

A University employee may be allowed to drive a owned, dealer or leased/rented vehicle if all of the following minimum standards are met:

1. Must have a valid driver license,
2. Must have minimum of three years licensed driving experience, and
3. Must be twenty-one (21) years of age.

A University employee may not drive a university owned, leased/rented or loaned vehicle if their driving record reflects any of the following conditions:

- Three or more moving violations and/or at-fault accidents in the past two years.
- An DWI or DUI violation within the last 5 YEARS. (DUI/DWI) violations are for operating while under the influence of an intoxicant, controlled substance or other drug.)
- License has been reinstated for less than one year after revocation/suspension.

Any exceptions to the above criteria should be approved by the Director of Risk Management & Insurance.