

**PROVIDENCE COLLEGE
DRIVER AUTHORIZATION APPLICATION**
(Return this form to Risk Management, Harkins Hall, Room 410)

This form shall be completed by persons who may, for any reason, need to drive a college-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), student, or student-employee. **COMPLETE THIS FORM EVEN IF IT IS ONLY A POSSIBILITY THAT THE AUTHORIZATION MAY BE NEEDED IN THE FUTURE. Carefully read this form and provide the following information along with a copy of your driver's license:**

PRINT: First Name, Middle Initial, Last Name
Social Security #: _____

Status: Staff Faculty
 Student Student-Employee

Description of college business for which this request is made: _____

Dates of Departure/Return: _____ Check one: Personal Vehicle on College Business
 College-owned Vehicle
 Rented Vehicle

If the applicant will be driving over the course of a 12-month period, please check here:

Number of years driving experience: _____ Birth Date: _____

License Number: _____ 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 five (5) years. If none, please indicate by stating "None".

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 periodically thereafter to keep this authorization current, as determined by the Risk Manager.

I agree to provide information to my supervisor in the event of a change in my driver's license, as in the event of marriage. I agree to inform my supervisor and the Risk Manager whenever any negative change in the status of my driving record may occur, such as license revocation, restriction, or suspension.

I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving a college-owned vehicle.

I understand that I must be 21 or over to rent and/or drive a vehicle for college business.

I understand that my driving a college vehicle or renting a vehicle for college business is subject to the Providence College Vehicle Usage policy.

Department Name/ _____
Student Organization _____

Supervisor's Signature Date

Applicant's Signature

Printed Name of Supervisor

Reviewed by: _____ Date: _____ Approved

Comments: _____

_____ Denied
Rev 09/08