## DEPARTMENTAL VEHICLE CHECK-OUT FORM

Department Name:				
Vehicle Number:				
Business" and agree to ab reverse side of this form, operating a University Ve	oide by all the obligations and real and hereby certify that I fall with	nderstand the information in the Universal equirements therein. Further, I have sethin the "Acceptable" category as definition driver qualifications may result icies.	elf-evaluated based on the ned in the chart. I under	e chart shown on the stand that knowingly
Driver Name (printed)	Driver Signature	Purpose for use	Date/Time Taken	Date/Time Returned

Note: Departments should retain this record for at least 24 months following the last date recorded on this form.

## Minimum Driver Qualifications:

- 1. Drivers must possess a valid US or Canadian driver's license with a classification appropriate to the type of vehicle being driven.
- 2. Drivers must be at least 18 years of age and have 1 year of licensed driving experience.
- 3. Drivers must have an acceptable driving record as defined in the chart below.

	ACCEPTABLE	CONDITIONAL	UNACCEPTABLE
Moving Violations <sup>1</sup>	2 or fewer violations in the past 3 years.	3 violations in the past 3 years	4 or more violations in the past 3 years
At-Fault Crashes	1 or fewer crashes in the past 3 years	2 crashes in the last 3 years	3 or more crashes in the past 3 years
Major Offenses			A single citation in the past 3 years for any of the following offenses:
			-any alcohol or drug-related driving offenses
			-refusal to submit to a blood alcohol test
			-operating a vehicle more than 30 mph over the posted speed limit
			-leaving the scene of an accident
			-any felony crime committed with a vehicle

**Footnote 1**: Examples of Moving Violations include but are not limited to the following: speeding violations, aggressive driving violations, right-of-way violations, seat belt and other equipment violations, and certain administrative violations.

Please refer to the Use of Vehicles for University Business policy for more information.