

## RM01 Approval Process - Student Organizations

**NOTE: Please plan ahead! You need to allow approximately 5 business days for processing of Driver Authorization Requests.**

- Student Organization determines it needs a Student/Volunteer to operate a Vehicle on University Business or for any other University purpose.
- Student Organization provides Form RM01 and USA General Release Form to Student/Volunteer to complete. Student/Volunteer may also access Form RM01 on the Risk Management website, complete the forms on-line, then print and sign. Form can be found at [http://www.purdue.edu/risk\\_mgmt/pdf/rm01S.pdf](http://www.purdue.edu/risk_mgmt/pdf/rm01S.pdf).
- Student/Volunteer completes both the Form RM01 and the USA General Release Form (included with Form RM01)
- **NOTE: If a driver is licensed in the State of Georgia, Pennsylvania, or Washington, the USA General Release Form is not valid. Those drivers should locate and complete the State-specific release form on the Risk Management website.**
- Student/Volunteer gets authorization signature (Student Org Advisor).
- Student/Volunteer takes completed RM01 and Release forms to BOSO.
- BOSO fills in Business Partner#, approves RM01 for recharge to Student Organization.
- BOSO forwards completed RM01 and Release forms to Risk Management. Forms may be submitted via campus mail or fax.
- Risk Management inputs driver information into on-line driver database (Alert Driving) and requests MVR.
- Risk Management receives notification of completed MVR from Alert Driving and reviews.
- Risk Management notifies both the driver and BOSO via email of approval or denial of Request for Driver Authorization.
- If approved, Risk Management enters driver's info in the approved driver database, which is accessible from the Risk Management website.

**Note 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.

**Note 2:** Reckless Driving will include any conviction for operating a vehicle more than 30 mph over the posted speed limit.



# USA General Disclosure and Consent Form for Motor Vehicle Reports

Purdue University  
401 South Grant Street  
West Lafayette, IN, 47907  
Phone: (765) 494-1690

## Requestor Information:

Company Name: Purdue University

Contact Person: Lisa Fortner

Contact Phone: 765-494-8104

Contact Fax: 765-49-61338

## Applicant/Subject Information: *Please Type or Clearly Print All Requested Information*

Name: (First) \_\_\_\_\_ (MI) \_\_\_\_\_ (Last) \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

PUID: \_\_\_\_\_ Department Name: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

In connection with your request to operate a vehicle on Purdue University business, a consumer report, as defined by the Fair Credit Reporting Act ("FCRA"), may be obtained by Purdue University from an external Consumer Reporting Agency. Purdue University may be requesting information from various Federal, State, and other agencies which maintain records concerning past activities relating to your driving records.

I hereby authorize Purdue University to obtain consumer reports related to my driving records at any time after receipt of this authorization, to the extent allowed by law, so long as I continue to operate a vehicle on behalf of Purdue University. I agree that this Authorization will be valid, now or in the future, in original, facsimile, copied, or electronic form. I recognize that these inquiries may be made randomly in the future and no further authorization is required by me.

I hereby consent to Purdue University obtaining such information from Sonic e-Learning Inc. and/or any of their agents.

Applicant's Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant: X \_\_\_\_\_

Please fax completed form to Purdue University Risk Management @ 765-49-61338