

RM01 Approval Process - University Departments

NOTE: Please plan ahead! You need to allow at least 5-7 business days for processing of Driver Authorization Requests.

- Department determines it needs a student/volunteer/temp. employee to operate a vehicle on University Business or for any other University purpose.
- Department provides Form RM01 and USA General Release Form to student/volunteer/temp. employee to complete. Student/Volunteer/Temp. Employee may also access Form RM01 on the Risk Management website, complete the forms on-line, then print and sign.
- Student/Volunteer/Temp. Employee 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, there is additional forms needed. Those drivers should locate and complete the State-specific release form on the Risk Management website.***
- Department fills in the appropriate account number, and gets the authorization signature (Department Head or Business Office).
- Department sends completed RM01 and release forms to Risk Management. Forms may be submitted via campus mail, file-locker, 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 the departmental approver 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.

http://www.purdue.edu/business/risk_mgmt/Vehicle_Use_Info/index.html

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.

USA General Disclosure and Consent Form
for Motor Vehicle Reports

Office of Risk Management, Purdue University
610 Purdue Mall, Suite 216
West Lafayette, IN, 47907
Phone: (765) 494-8104

Requestor Information:

Company Name: Purdue University Contact Person: Lisa Fortner

Contact Phone: 765-494-8104 Contact Fax: 765-496-1338

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

Name: (First) _____ (MI) _____ (Last) _____

Street Address: _____ City: _____ ST: _____ Zip: _____

Email Address: _____ Date of Birth _____

Driver's License Number: _____ State: _____

PUID: _____ Department Name: _____

Organization Number: _____ Dept Contact: _____

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 _____