

APPLICATION FOR VEHICLE OPERATION AUTHORIZATION

This form is your request to operate vehicles on University Enterprises, Inc. (UEI) business. You must have your supervisor's approval to operate any vehicle on UEI business.

How often will you be driving?

- Occasional Driver
- Non-Occasional Driver (Operates vehicle more than once a week)

Type of Vehicle: Electrical Golf Cart
 Privately Owned Vehicle
 Rental Car
 University Enterprises, Inc. Vehicle
 Other (Company name, i.e. Sierra Nevada Conservancy) _____

Department/Project Name: _____

Supervisor Name: _____ Phone: _____ E-mail: _____

Driver's Name: _____ Employee ID#: _____ Phone: _____

E-mail: _____

- Full-time Employee Casual Employee Temporary Full-time Employee Student Assistant Employee
- Volunteer

CA Driver's License #: _____ Expiration Date: _____

Policy Holder Name (if not driver): _____ Driver's Relationship to Policy Holder: _____

Policy Coverage Date From: _____ To: _____

CERTIFICATION and ACKNOWLEDGEMENT

I hereby certify that, whenever I operate a vehicle to conduct business:

- I will possess and maintain a valid driver's license (foreign licenses are not permitted).
- I have not received more than two moving violations and/or accidents in the past year and have more than four DMV points on my record.
- I have and maintain a good driving record. UEI Human Resources reviews your driving record every year if Non-Occasional driver.
- I will provide UEI Human Resources authorization to enroll you in the Department of Motor Vehicle Employer Pull Notice Program. (Non-Occasional driver).
- Complete the online Defensive Driver Strategies Training Course (if applicable). Training is valid for four years and must be repeated thereafter. Training will be repeated if employee is involved in an accident while on UEI business.
- Complete the online Golf Cart training (if applicable).
- I must be 18 years or older. Drivers under the age of 18 are not eligible to drive on UEI business.
- Applications must be submitted two weeks before the schedule driving event.
- Volunteers will be placed in the Driver Program for one year and must be renewed annually.
- All persons in the vehicle will wear a safety belt.
- All accidents must be reported to your Supervisor and UEI Human Resources within 48 hours.
- I will provide UEI Human Resources a copy of my driver license and proof of insurance (if applicable).

Employee Signature

Date

Authorization Signature

Date