

Date: ___/___/___

Persons name who will be driving the University's vehicle:

The University department the vehicle will be driven for:

- I have a current liability insurance policy for my own vehicle. I have presented a copy to be photocopied.

___Yes ___No (if not, you cannot drive a University vehicle)

- I have a current drivers license. I have presented a copy to be photocopied.

___Yes ___No (if not, you cannot drive a University vehicle)

- Have you had any wrecks in the last 6 months?

___Yes ___No

- Have you been cited for any moving violations in the last 6 months?

___Yes ___No

By my signature below I am stating that I understand that I have an obligation to drive safely and with precaution at all times.

Signature of Driver

Original: Schreiner University Drivers Notebook

Valid drivers license copy & Insurance copy attached

Date: September 15, 1999

To: Schreiner University Employees

From: Finance Office

Subject: All Students and Volunteers Who Will Drive University Vehicles

Please note that any students or volunteer drivers of any University vehicles need to bring the following to the University Receptionist Desk, located in the top floor of the Tom Murray Building:

1. a copy of their valid drivers license
2. and copy of proof of insurance.

Sylvia will make photocopies of these documents and the driver will fill out a form. They would need to do this each semester.

No University vehicle should be driven by a student or volunteer that has not completed this process.

Thanks for your assistance.