

## University of Maine at Presque Isle Driver Authorization Form

Any University employee or student wishing to operate a vehicle owned, leased, rented, or borrowed on behalf of the University must first be approved as a University Driver. The campus Vehicle Administrator (or his/her designee) must verify the driver license of all University drivers prior to authorizing use of a vehicle. Individuals wishing to be authorized as University Drivers should complete this authorization form and submit via email to [sandra.mcdougal@maine.edu](mailto:sandra.mcdougal@maine.edu) for verification.

Any individual seeking approval to drive University vehicles or vehicles on behalf of the University, including their own vehicle, must be familiar with and adhere to all guidelines outlined in the Motor Vehicle Administration APL. The Motor Vehicle Administration and Guidelines APL can be found online at:

<https://usm.maine.edu/sites/default/files/facilities/APL%20effective%209-1-16.pdf>

Date: \_\_\_\_\_

MaineStreet ID: \_\_\_\_\_

First & Last Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Age (must be 18+): \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

State of Maine Driver's License Number: \_\_\_\_\_

(please provide a copy of your license with this form)

### Have you had an at-fault accident or a moving violation within the last 2 years?

I have read and understand the guidelines regarding University vehicle usage as outlined by the campus Vehicle Administration. I agree to abide by the guidelines in the APL when operating University vehicles or vehicles on behalf of the University (i.e. rented or borrowed vehicles). I certify that I have a valid, non-conditional driver's license and that my privilege to drive is not currently under suspension, and further I understand that the University will verify my license information and motor vehicle record through the State of Maine Bureau of Motor Vehicles to determine my eligibility to drive University vehicles. License information and motor vehicle records are public records per State Law (29-A MRSA256) Signature

\_\_\_\_\_

Vehicle Administration is responsible for maintaining the University approved driver list, driver records will be pulled for active University approved drivers at least every six months to verify eligibility.

**All Campus Employees and students wishing to drive an UMPI van must complete a Defensive Driver Training with the Campus Motor Dispatcher and be certified by the Campus Physical Facilities by completing a road test. (Please allow 20-30 min. for Defensive Driver Training and about 30 min for the road test.) All road tests are scheduled from 8am to 11am, Monday through Friday.**

Name: \_\_\_\_\_

Has successfully completed a road test for use of a 5-7-passenger van. Date: \_\_\_\_\_

Has successfully completed a road test for use of a 10+-passenger van. Date: \_\_\_\_\_

UMPI Physical Facilities Signature: \_\_\_\_\_

Please return this Certificate to the Campus Motor Pool Dispatcher, Campus Center Mail Room