

Dept code _____
For Office use only

OREGON STATE UNIVERSITY DRIVERS AUTHORIZATION

Must be filled out completely

PLEASE TYPE OR PRINT

Please Check Status Below

FACULTY _____
STAFF _____
STUDENT _____
VOLUNTEER _____
OUTSIDE AGENCY _____

1. Driver's License No. _____ Issuing State _____ Expiration Date _____

2. Last Name _____ First Name _____ M.I. _____

3. Operator's Birth Date _____

4. Work phone # _____

5. Department or Agency _____

6. Department Address _____

7. Driver/Dept Information Contact Person _____ Phone# _____

Banner Account Information Contact Person _____ Phone# _____

8. SAIF Drivers Training Course Completed? Yes _____ Date _____ No _____

Faculty/Staff/Outside Agency -- Can be authorized until driver license needs to be renewed.

Student/Volunteer -- Can be authorized for up to one year.

A new authorization for is required to renew any authorization

9. Student/Volunteer Authorization Date from _____ to _____

10. Project leader/supervisor _____ Phone # _____

11. Purpose of trip(s):

_____ General Department Business

_____ Specific Purpose _____

12. Attach a readable copy of your driver's license. Be sure you include the front and the back of the card.

As the driver, I am familiar with the Policies and Procedures governing the use of State vehicles as presented on Transportation Services Informational web site (www.orst.edu) and the Vehicle Safety section of the OSU Safety Procedures Handbook. I have not been convicted of a major traffic offense within the prior three (3) years.

Driver's Signature

Date

In accordance with Oregon State Law and Oregon State University Policies and Regulations,
I HEREBY AUTHORIZE THE ABOVE PERSON to operate a State-owned vehicle.

Signature of Dean/Director/Dept Chair or Designee

Date

Of the _____ Dept./Agency

Typed or printed name of signer

Return to: Transportation Services
Oregon State University
100 Transportation Services Bldg
OR 97331-2802
Phone 541-737-4141
Fax 541-737-7093

Thank you,
The staff of Transportation Services