



BROWN

University Driver Authorization Form

(To be kept on file in Driver's department)

PLEASE PRINT

Name of Applicant _____ Phone _____ Fac ___ Staff ___ Student ___
Campus Box Number _____ Dept/Group driving for _____

Authorization to Drive a University Vehicle:

"University vehicle" means any University owned, leased, and/or rented vehicles.

Only authorized drivers affiliated with Brown University shall be permitted to drive a University vehicle. Use of a University vehicle is restricted to authorized University related activities. Any damages and/or liabilities arising out of the personal use, in violation of University guidelines, of a University owned or rented vehicle is the sole responsibility of the driver. The University will expect the driver's personal auto insurance to respond in the event of an accident or any other event arising out of such personal use.

All drivers of Brown University owned vehicles must be at least 18 years old and hold a valid United States driver's license. Drivers of 12-15 passenger vans; and vehicles rented or leased for University business must be at least 21 years old. All drivers for whom driving is an essential function of their job and all drivers of passenger vans must successfully complete an appropriate driver training course approved by the Insurance Office. For drivers operating vehicles owned by, rented, or leased for University business, a motor vehicle record check may be required.

I agree to notify my department vehicle coordinator if my license is revoked or suspended for any reason.

I affirm that I have read, understand, and agree to comply with the Driver Safety and Motor Vehicle Use Guidelines. Any falsification of information or failure to comply with the mandatory regulations may result in disciplinary action, up to and including termination of employment, and/or removal of driving privileges.

DRIVER'S SIGNATURE

DATE

Authorized By: Name(Print) _____

Department vehicle coordinator visual license check. Initial _____ Date _____

Drivers who are ineligible to drive for University business or, who become ineligible due to motor vehicle violations can work with their department vehicle coordinator and the Director of Insurance to periodically review their status.