



## Request for Permission to Drive Medaille University Vehicles

**Only students and/or employees of Medaille University  
may be transported in Medaille University owned vehicles.**

**NO EXCEPTIONS**

1. Complete all the necessary information and obtain approval signatures.
2. Only employees of the university will be considered for approval to drive university owned vehicles.
3. Submit this form, the Motor Vehicle Record Disclosure and Release form and a clear photocopy of your driver's license to Stefanie Adams (M129; ext. 2269).
4. Drivers are approved and verified by our insurance company. **This process may take three to five business days**; please plan accordingly.
5. No one will be allowed to drive unless they are determined to be an "Acceptable Driver" as defined in the Medaille University Authorized Drivers Policy and they are approved by the insurance company. Depending on your driving record, Medaille University reserves the right to refuse permission to drive university owned vehicles.
6. The Medaille University Authorized Drivers Policy is attached. Please read.

**Please Print**

**Date of Request** \_\_\_\_\_

**Name** \_\_\_\_\_ **Department** \_\_\_\_\_

**Title** \_\_\_\_\_

**Admin/Staff** \_\_\_\_ **Faculty** \_\_\_\_ **Grad Assistant** \_\_\_\_ **Coach** \_\_\_\_

**Reason for Request:** \_\_\_\_\_

### Required Signatures:

\_\_\_\_\_  
**Driver**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Vice President**

\_\_\_\_\_  
**Date**

## Medaille University Authorized Drivers Policy

### I. Acceptable Drivers

All drivers who are not deemed unacceptable or marginal drivers, according to the criteria listed below, are acceptable. **Only "Acceptable Drivers" will be allowed to drive vehicles owned by Medaille University.** If at any time an acceptable driver is discovered to be unacceptable or marginal as defined by the terms herein, Medaille University reserves the right to terminate the individual approval to operate vehicles owned by Medaille University.

### II. Unacceptable Drivers

Drivers will be deemed unacceptable if any of the following occur:

- A driver with one (1) "Serious Violation" committed during the past three years.
- A driver with three (3) or more "Serious Violations" committed prior to the past three years, but not more than eight years ago.
- A driver with at least three (3) occurrences of any combination of accidents (regardless of fault) or moving violations during the past three (3) years.
- A driver with an international or foreign driver's license.
- A driver who has been licensed for less than three (3) years, regardless of age.
- Drivers 21 years of age or younger if they have any of the following:
  - Two accidents (regardless of fault) in the last three years.
  - Two violations (any type) in the last three years.

Serious Violations
<ul style="list-style-type: none"><li>• DWUI/DWI – Drugs or Alcohol</li><li>• Negligent homicide using a motor vehicle</li><li>• Driving while license is suspended or revoked</li><li>• Operating a motor vehicle for the commission of a felony</li><li>• Aggravated assault with a motor vehicle</li><li>• Operating a motor vehicle without the owner's authority (Grand theft)</li><li>• Permitting an unlicensed person to drive</li><li>• Reckless driving</li><li>• Speed contest (racing)</li><li>• Hit and run (bodily injury or property damage)</li><li>• Failure to report an accident</li><li>• Illegal passing of a school bus</li><li>• Other violations considered serious by state law</li></ul>



<b>Violations</b> All moving violations not listed as "Serious Violations"
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### III. Marginal Drivers

- Any driver with a combination of two accidents (regardless of fault) or moving violations.
- Drivers 21 years of age and younger will be assigned marginal status if they are not deemed unacceptable.
- Any driver with two "Serious Violations" committed prior to the past three years, but not more than eight years ago.



## Motor Vehicle Record Disclosure and Release

In connection with my ongoing employment with Medaille University, I understand that a motor vehicle record, which contains public record information, will be requested. I further understand that such report(s) will contain personal information and public record information concerning my driving record from federal, state, and other agencies that maintain such records, as well as independent services that provide driving record information.

**I authorize, without reservation, any party or agency contacted to furnish the above-mentioned information to Medaille University or its agent. This information may be used to review my eligibility as an authorized driver.**

I hereby authorize procurement of my motor vehicle report. This authorization shall remain on file and shall serve as ongoing authorization for Medaille University to procure such reports at any time during my employment. **Medaille University's commercial auto insurer and agent will also use this information in conjunction with loss control and safety review efforts.**

I have read the Medaille University Policy for Authorized Drivers and agree to its terms.

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Print Full Legal Name (including  
middle initial)

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Signature

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Date