

Instructions

This document must be provided to all driver applicants when completing the Driver Request Form. The driver will be held responsible for abiding by the safety requirements.

The original Driver Request Form, completed and signed by both the employee and employee supervisor, is to be delivered either by hand to Facilities Services in the Bridwell Building room 106, or by fax (940-397-4859).

Safety requirements for operating MSU vehicles include, but are not limited to, the following:

- "Applicant"/"Approved driver" (hereafter referred to as "Driver") must at all times wear a safety belt when operating any motor vehicle as required and ensure that all passengers wear safety belts as required during operation of a vehicle being used for University business/activity. In addition, any defects in safety belt restraint systems should be reported immediately to Facilities Services for required maintenance.
- Driver must comply at all times with all traffic safety laws when operating University vehicles.
- Driver is responsible for knowing how to safely operate a motor vehicle reasonably and according to state laws.
- Driver shall not permit unauthorized persons to drive, operate, and ride in or on a vehicle owned by the University or rented for any University business/activity.
- Driver shall not permit anyone to ride on running boards, tailgates, fenders, hood, trunk, roof or any other part of any motorized vehicle or equipment except on seats or inside body walls.
- Driver shall not leave keys in a vehicle. It is against the law to leave a vehicle unattended with the engine running, and violation may result in a suspension of driving privileges.
- Under no circumstances is smoking allowed in any University vehicle.
- No alcohol or drugs are allowed in University-owned or -rented vehicles, or personal vehicles used on approved University business/activity, and may not be used by the driver prior to the operation of any University motorized vehicle that would in any way violate law, impair judgment, hinder, and/or impede the driver's ability to safely operate a motorized vehicle.
- Driver must comply with all applicable University rules, policies, procedures, and guidelines at all times.
- All University employees are required to disclose any major traffic violation(s) to their supervisor and to Facilities Services immediately.
- If a driver is involved in an accident in a University-owned or rented vehicle, or one used for a University business/activity, and found to be negligent, the driver could be held liable and/or be subject to disciplinary action(s).
- If a driver violates traffic law and is cited for this offense, the driver shall be personally liable for payment of any fine that may come due as a result and shall pay said fine on or before the due date.
- Refer to MSU Operating Policy 36.02 (University Vehicles) for additional information.

Driver Record and Licensing Requirements

- Driver must have and maintain a valid Texas driver's license.
- Facilities Services will request from the Texas Department of Public Safety a copy of the driving records of all university employees with Texas driver's licenses who have university driving privileges.
- Employees with out-of-state licenses shall furnish the university with his/her official driving record from all states where they have held licenses for the three prior years. Employees who maintain university driving privileges must provide this annually. Employees are to be reimbursed by their department for the driving record cost.

**BY SUBMITTING A UNIVERSITY DRIVER REQUEST APPLICATION, YOU ARE
AGREEING TO ABIDE BY EACH REQUIREMENT AS SET FORTH ABOVE.**

The driver applicant and supervisor must complete and sign this form before the applicant will be considered for driving privileges of University-owned or rented vehicles. The University Driver Requirements are provided with this form to the driver applicant for review and consideration when completing the application.

AN INCOMPLETED FORM WILL DELAY PROCESSING AND BE RETURNED TO THE DEPARTMENT.

The driver listed below must be a current University employee, and qualifies only if the employee driver at a minimum: **1. Has proper approval(s); 2. Agrees to comply with MSU rules, regulations and procedures; and 3. Obeys all applicable laws.**

Requested Action		
Type of Action Requested		
Add Driver	Delete Driver	Modify Driver

Driver Information				
Employee M number	First	MI	Last	
Home Address	City		State	Zip
Home Phone	Cell Phone #		Work Phone #	
Date of Birth	Driver License #	Driver License Expiration	DL State of Issue	
Driver License Class				Email
<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> M	<input type="checkbox"/> CDL <input type="checkbox"/> Other

Completed by Supervisor			
Department	Phone #	Is employee's job at MSU contingent upon an acceptable driving record?	Does the employee require a Commercial Driver's License?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

_____ Supervisor (Print Name)	_____ Signature	_____ Date
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Acknowledgement and Release

I certify the information represented on this form is true and correct. I understand this information may be used by the University's automobile insurer or Facilities Services to access, review, and evaluate my driving history provided by the Department of Public Safety for the express purpose of granting, revoking or reviewing driving privileges as an employee of the University or other authorized affiliated entities. I also acknowledge that I have read, understand, and agree to abide by the University's Operating Policy 36.02 - Vehicle Use.

I understand that failure to follow all applicable rules, regulations and policies may result in revocation of my driving privileges of MSU vehicles or disciplinary action(s). By signature and date on this document, I understand:

- The State vehicle I drive or the vehicle I rent is to be used exclusively for state business in the course and scope of what is reasonably required during the exercise of that business.
- State property is not to be used in conjunction with personal business.
- When and how to complete a vehicle incident report.
- OUT-OF-STATE LICENSE HOLDERS:** I understand I am required to provide Facilities Services with a copy of my out of state three-year driving history report (Motor Vehicle Record) and when requested by Facilities Services.

_____ Driver (Print Name)	_____ Signature	_____ Date
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For Facilities Services Use Only		Notes
Driver Data Entered by	Date Entered	