

SEATTLE UNIVERSITY VEHICLE DRIVER AUTHORIZATION

IMPORTANT:

**TO BE SUBMITTED
WITH A PHOTOCOPY OF DRIVER'S LICENSE**

(PASTE PHOTOCOPY HERE)

Prior to driving a Seattle University vehicle, I have read a copy of the vehicle rental contract and understand the policies and procedures governing the usage of University vehicles. In connection with my application, I understand that consumer reports, which may contain public and private record information, may be requested from ADR (American Driving Records and all agencies acting on behalf of American Driving Records, Inc.). These reports may include, but are not limited to, the following types of information: name, address, social security number, date of birth, driver's license or ID number, and driver record. I authorize without reservation, any party or agency contacted by ADR to furnish the above-mentioned information. I understand that ADR obtains all driver and vehicle information directly from the various state Department of Motor Vehicles (or a corresponding agency) and does not maintain its own database of driver and vehicle information. I understand that any corrections or updates to my driver record must be made by the state DMV. I authorize ADR to share this information with Seattle University for underwriting purposes.

Last name: _____ First: _____ Middle: _____
Driver's License: _____ State: _____ Birth date: _____ Exp: _____

Address: _____ Phone: _____

City, State, Zip: _____ Are you 21 years or older? _____

How many moving violations and/or accidents have you had against your driving record within the past three years? _____

Were you cited for any of these violations/accidents? _____

Describe on the backside of this form, the circumstances surrounding each violation (include location and date).

Use of a University vehicle will be in connection with the business of:

University Club/ Organization: _____

University Department/ Office: _____

Cost Manager of above: _____

I affirm: All information stated on this form is accurate. I understand that I am responsible for informing Seattle University Campus Public Safety of any changes, which may occur regarding any of the above information during the course of the year. I have read and understand all of Seattle University's policies and procedures regarding vehicle usage. If given permission to use a University vehicle, I agree to use the vehicle only for Official University business and to abide by All University use regulations. I acknowledge that only University authorized drivers are allowed to operate/drive the vehicle for the times in which I schedule its use. I also understand that in signing this, I agree to release the University and its employees from any responsibility for personal injuries or loss which I might incur as a result of my operating the vehicle.

Driver's Signature: _____ Date: _____

APPENDIX C

EMPLOYEE OR PROSPECTIVE EMPLOYEE REQUEST

That I, _____, am an employee or prospective employee of the company named below and that I request a copy of my official Driving Record in the State of Washington be released to my employer or prospective employer or their agent.

Authorization of employee or prospective employee for release of abstract of driving record

Signature	Date	WA License # or print full name and date of birth
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EMPLOYER ATTESTATION

- (A) That the company named below is an employer or prospective employer of the above named individual and that I am a representative authorized to bind said company.
- (B) That AMERICAN DRIVING RECORDS is acting as agent on our behalf to obtain the abstract of driver records of the above named individual.
- (C) That abstracts of driver record shall be used exclusively to determine whether the above named individual should be employed to operate a school bus or commercial vehicle upon the public highways, and that no information contained therein shall be divulged, sold, assigned, or otherwise transferred to any third person or party. A commercial vehicle is defined as any vehicle the principal use of which is the transportation of commodities, merchandise, produce, freight, animals, or passengers for hire.
- (D) That the information contained in the abstracts of driver records obtained from the Washington State Department of Licensing shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130, attached in part for easy reference.

Company Name

Address

Name (print)

Title

Signature

Date

This record must be maintained by the employer or prospective employer for a period of not less than two (2) years from the last date above. Failure to obtain all signatures or misuse of records obtained from the State of Washington may result in prosecution under RCW