University Driver Request Form

RISK MANAGEMENT SERVICES UNT

The applicant and unit administrator must complete and sign this form before the applicant can be considered an approved driver. The completed form is to be delivered to 700 North Texas Boulevard (RMS office), faxed to (940) 565-4919, scanned and emailed to RMS@unt.edu (use "#Secure Driver Request" in the subject line). For questions, please call (940) 565-2109. **AN INCOMPLETE FORM WILL DELAY PROCESSING.**

Type of Action Requested	Employed at UNT?
☐ Add Driver ☐ Delete Driver ☐ Modify Driver	☐ Employee ☐ Non-employee (commercial rentals, mobile equipment, golf carts only)

Completed by Applicant

EmplID (8 #)/Student ID (if applicable)	First	MI	Last

Home Address	City	State	Zip

Primary Phone #	Date of Birth	Driver License #	DL State of Issue	Driver License Expiration

Driver License Class (select all that apply)						Email
☐ A	☐ B	☐ C	☐ M	☐ CDL	☐ Other	

Completed by Unit Administrator

Department	Phone #	Employee's job require a Commercial Driver's License?
		☐ Yes ☐ No

Unit Administrator (Print Name)	Signature	Date

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 Risk Management 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 approved driver of the University.

I understand that failure to follow all applicable rules, regulations and policies may result in revocation of my driving privileges of UNT vehicles or disciplinary action(s).

By signing and dating this document, I acknowledge the following:

1. I have read and understand the Operation of University Vehicles Policy (15.008) and Operation of University Vehicles Procedure that can be found at policy.unt.edu.
2. 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.
3. State property is not to be used in conjunction with personal business.
4. I know when and how to complete a vehicle incident report.

Applicant (Print Name)	Signature	Date

For RMS Use Only		Notes
Driver Data Entered by	Date Entered	