

New Driver Authorization

Faculty/Staff/Student Driver Authorization Form

Under the University's Vehicle Use Policy #3250, all employees (including faculty), students, and volunteers are required to complete a driver authorization form prior to authorization to drive:

1. A university/State owned, leased, loaner vehicle OR
2. A personally owned or rental vehicle on university business or for a university-related activity (each as defined in the Policy) where
 - a. the employee or volunteer will be driving/transporting another employee, volunteer or student, or
 - b. the employee is seeking reimbursement for mileage from the University, or
 - c. the employee is operating a rental vehicle paid for, or reimbursed by, the University, or under a University contract with a vehicle rental company e.g. Enterprise, BUDGET, Hertz, Penske, etc...
 - d. If you only request authorization to drive rentals cars, you will not be required to take the online or in-person training *unless* you have an adverse motor vehicle transcript

By submitting this form and clicking I certify below, you hereby agree to enrollment in the Commonwealth's DMV Driver Alert Program. You also agree to notify the Office of Risk Management of license suspension, revocations, disqualifications, and cancellations, in addition to any reckless driving or driving while intoxicated convictions.

Background Information

Do You Have a University Identification Number (UIN - check your badge) * ☒ Yes ☐ No

If you are an employee or student, enter your name below Last Name, First Name to autofill the fields in this section.

Enter Your Name Last Name, 
First Name  *

Cell Phone: ext

Enter digits for 'US' or type + for international numbers.

Will you drive any of the following on official University business: ATVs, golf carts, ☐ Yes ☒ No

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**cars, or your personally
owned auto? ***

Please ensure the correct Supervisor details are shown below. If not enter the correct name and email. If you are not an University faculty or staff member, enter the name of the ODU sponsor whose requirements include driving an ODU vehicle

Supervisor or ODU Sponsor-
Name:

Bryan Daulton

Supervisor or ODU Sponsor -
Email:

daultob@odu.edu

Driver Info and History

The following questions ask for information that you are obligated to update.

If there are any change to any of the answers you provide below, you are required to notify your supervisor promptly, and in any event prior to engaging in a covered driving activity.

For example, if you receive a speeding ticket, or a citation for expired inspection sticker, you must tell us prior to driving a colleague to a meeting or conducting University using a vehicle.

**Do you have a valid driver's
license? *** ☒ Yes ☐ No

Driver's License State: *

Virginia

**Customer ID or License
Number: ***

X555555

License Expiration Date: *

01/02/03



Driver's Date of Birth: *

12/12/12



**Will You be Driving Your Own
Vehicle for University
Business?  ***

No

**Number of moving violations
in the past 5 years: ***

- None Selected -

**Any Accidents as Driver in
past 5 years: ***

- None Selected -

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Number of DUI/DWI

Convictions past 5 years: *

- None Selected -

Has your drivers license ever ☐ Yes ☐ No
been suspended? *

Compliance with Vehicle Use Policy

By checking certify below, I certify the accuracy of the information I have provided, and that I have read and agree to comply with the Vehicle Use Policy, including the driver conduct regulations.

I Certify: *

