

Authorization to Drive Form

The front and back of this form must be completed and turned in with the key. V D W W K W H L Q S R I

- College Vehicle
- 12-Passenger Rental Van

Office Use Only:

_____ Vehicle #

_____ Driver ID #

I, _____, certify that my license issued in _____ which expires on _____
(Name of Driver) (State of Issue) (Expiration Date)

is valid, is not under suspension, and is not revoked.

I, _____, certify that my license issued in _____ which expires on _____
(Name of Alternate Driver, if applicable) (State of Issue) (Expiration Date)

is valid, is not under suspension, and is not revoked.

Passenger Names:

Note: All passengers must be listed on this form or on a separate attachment.

Trip Date(s): _____ Departure Time: _____ Return Time: _____ Approximate Mileage: _____

Destination and Purpose: _____

Project #: _____

Sponsoring Department/Organization: _____

Printed Name

*Signature of Authorizing Faculty or Staff Member Date

Printed Name

*Driver's Signature Date

Printed Name

*Alternate Driver's Signature Date

Printed Name

Signature of Person Checking Credentials Date

* Driver, Alternate Driver, and Authorizing Individual have read and agree to abide by all terms, conditions, rules and regulations contained in the current Bowdoin College Motor Vehicle Use Policy, dated - X Q H, and this form and certify that all information provided on this form is accurate.

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- o Cell phone use (including texting) is not permitted while operating a College owned/leased or rented vehicle.
- o Vehicles are for official business and college purposes only. Examples of authorized travel include official athletic team travel, faculty sponsored field trips, and official outing club trips. Uses must be approved by the relevant supervisor or sponsor in advance. Personal use for errands, medical appointments, shopping or any other personal use is strictly prohibited. Business and personal use of vehicles should not be combined. If vehicles are used for personal use, driver shall be subject to loss of driving privileges and/or disciplinary action. If you have any questions on permitted use, please check with the Fleet Scheduler.
- o Drivers must abide by and enforce all rules, regulations, terms and conditions as outlined in the Bowdoin College Motor Vehicle Use Policy and must know and obey all applicable campus, local, state and federal traffic laws, regulations, and ordinances.
- o Drivers are responsible for immediately notifying local police in the city or town where an accident occurs and DOVR notifying the 211 LRI 5 D I H D W G H X Communications Center at 207-725-3314.
- o ,I WKH YHKLFOH EUHDNV GRZQ RU EHRPHV GLVDEOHG DW DQ\ WLPH IRO
- o Drivers may not operate a College vehicle in violation of (a) Tj 0Tc-0.342l.0yihc tnot at Tc -0.0711Tw (t

