

**THE UNIVERSITY OF CHICAGO
VEHICLE USE ACKNOWLEDGMENT**

SAFE DRIVING REQUIREMENT: I acknowledge that I must operate any vehicle I use on the University's behalf in a safe, responsible manner in compliance with the law. I will follow all applicable rules or requirements. I understand that I am subject to University disciplinary procedures for improper use of a vehicle.

PHYSICAL CONDITION: I have no physical or mental condition that may impair my ability to drive. If my condition changes such that my ability to drive may be impaired, I shall notify my supervisor immediately.

MOTOR VEHICLE LICENSE: I am licensed to drive. I have attached a copy of both sides of my license to this form. I will promptly notify my supervisor if my license is withheld by any police authority, suspended, revoked or expired. I authorize the University or its agents to obtain a copy of my official state motor vehicle record (showing the current status of the license and any traffic convictions). I further authorize the University to make this information available to the University's insurance company. I further authorize the University to obtain updates of this information during my employment without additional authorization. I certify that I have had a US driver's license for more than two years as required by the **University Vehicle Loss Prevention Program**. **I understand that failure to report any condition or violation affecting my ability to drive, such as moving violations, DUI's and suspensions, in compliance with the University Vehicle Loss Prevention Program may result in disciplinary action.**

ACCIDENTS AND TRAFFIC CITATIONS WHILE OPERATING A UNIVERSITY VEHICLE: I shall report any accident involving a University vehicle in my care immediately to the local police (University of Chicago Police if in Hyde Park). As soon as possible, I will notify the Risk Management Department at 773-702-1951 and my supervisor. I will complete all state, University and insurance forms promptly, accurately and completely. I will report any traffic citation or parking ticket I receive while using a University vehicle to my supervisor as soon as practical. I understand that I am personally responsible for any traffic or parking fines that I may incur while driving on University business.

I am 18 years of age or older. I have read and fully understand the above Vehicle Use Acknowledgment form.

<hr/> Print Driver's Full Name	<hr/> Drivers Signature	<hr/> Date	
<hr/> Birth Date	<hr/> Social Security #	<hr/> Driver's License Number	<hr/> State

Important: The original form is to remain in the student/faculty department file. A photocopy of both sides of your driver's license must be attached.

To be Completed by the Department

<hr/> University Department	<hr/> University Vehicle Admin Name and Phone #	
Student: <input type="checkbox"/>	Faculty: <input type="checkbox"/>	Staff: <input type="checkbox"/>

Driving is an essential function of driver's job:
Yes **No**

Please retain a copy of this original authorization in the employee's file. If there is any violation on the MVR, please forward the link provided by the GCIS system to cwalters@uchicago.edu for driver approval. "Pass" indicates there are no violations and the employee is eligible to operate an automobile on University business.