

STUDENT OR VOLUNTEER EMPLOYEE APPLICATION FOR PERMISSION TO DRIVE VEHICLES ON OFFICIAL BUSINESS

(TO BE COMPLETED BY ANY STUDENT DRIVING AN SSU RENTAL CAR)



THE UNDERSIGNED REQUESTS PERMISSION TO USE STATE CARS IN CONNECTION WITH OFFICIAL BUSINESS FOR THE UNIVERSITY

FULL NAME: _____ DATE OF BIRTH: _____

CURRENT ADDRESS: _____
(STREET) (CITY/STATE/ZIP)

EMPL ID #: _____ (VOLUNTEER WHO IS NOT STUDENT OR EMPLOYEE USE SOC.SEC. NO.)

CALIF. DRIVER'S LICENSE #: _____ CLASS C (3) CLASS B (2) EXP. DATE _____
(MONTH/DAY/YEAR)

CERTIFICATION WHEN DRIVING A PERSONAL, STATE OR RENTAL VEHICLE ON APPROVED STATE BUSINESS: "I CERTIFY THAT I POSSESS A VALID CALIFORNIA OR OTHER STATE DRIVER'S LICENSE AND I HAVE NOT BEEN ISSUED MORE THAN THREE MOVING VIOLATIONS OR HAVE BEEN RESPONSIBLE FOR MORE THAN THREE ACCIDENTS (OR ANY COMBINATION OF MORE THAN THREE THEREOF) DURING THE PAST TWELVE MONTH PERIOD. FURTHERMORE, IF I HAVE BEEN AUTHORIZED TO USE A PRIVATELY OWNED VEHICLE ON THIS TRAVEL REQUEST, I CERTIFY THAT THE VEHICLE IS COVERED BY LIABILITY INSURANCE IN AT LEAST THE FOLLOWING AMOUNTS: \$15,000 FOR PERSONAL INJURY TO, OR DEATH OF ONE PERSON; \$30, 000 FOR PERSONAL INJURY TO TOW OR MORE PERSONS IN ONE ACCIDENT; AND \$5,000 FOR PROPERTY DAMAGE; THAT THE VEHICLE IS ADEQUATE FOR THE WORK TO BE PERFORMED, IS EQUIPPED WITH SAFETY BELTS IN OPERATING CONDITION, AND IS IN SAFE MECHANICAL CONDITION AS REQUIRED BY LAW. IF DRIVING A PERSONAL VEHICLE, I UNDERSTAND THAT THE MILEAGE RATE I CLAIM IS FULL REIMBURSEMENT FOR THE COST OF OPERATING THE VEHICLE, INCLUDING FUEL, MAINTENANCE, REPAIRS AND BOTH LIABILITY AND COMPREHENSIVE INSURANCE."

SIGNATURE OF APPLICANT: _____ DATE: _____

TO BE COMPLETED BY DEPARTMENT

ON THE STRENGTH OF THE ABOVE CERTIFICATION OF THIS APPLICANT, IT IS REQUESTED THAT HE/SHE BE AUTHORIZED TO DRIVE STATE CARS ON OFFICIAL BUSINESS. THIS PERSON IS EMPLOYED UNDER MY SUPERVISION IN THE _____ DEPARTMENT/SCHOOL AND WILL DRIVE STATE CARS IN THE PERFORMANCE OF OFFICIAL DUTIES.

IT IS UNDERSTOOD THAT THIS PERSON CAN DRIVE STATE/RENTAL CARS OR PERSONAL CAR ONLY WHEN EMPLOYED BY THE UNIVERSITY AS A STUDENT ASSISTANT, WORK STUDY STUDENT, TEACHER ASSISTANT, VOLUNTEER EMPLOYEE.

_____ IS THE DEPARTMENT CHAIR WHO CAN BE CONSULTED WITH RESPECT TO THIS PERSON'S WORK FOR THE UNIVERSITY.

THIS AUTHORIZATION SHOULD REMAIN VALID UNTIL _____.

MODE OF TRANSPORTATION: RENTAL CAR PRIVATE CAR STATE CAR

SIGNATURE OF DEPARTMENT CHAIR _____

SIGNATURE OF SCHOOL DEAN/MANAGER _____

NOTE:
ALL APPLICATIONS MUST BE RENEWED EACH ACADEMIC YEAR. ISSUANCE OF AUTHORITY TO DRIVE VEHICLES ON OFFICIAL BUSINESS IS SUBJECT TO REVOCATION AT ANYTIME.