

Minnesota State Colleges and Universities

EMPLOYEE/STAFF - Vehicle Use Consent Form

Original Consent or Update to Existing Consent

The information you are being asked to provide will be used by Minnesota State Colleges & Universities personnel to determine your qualification to drive vehicles on college/university business or activities. You are not required by law to provide this information but if you do not do so you will not be approved to drive vehicles on college/university business or activities.

The information on this form will be accessible to your supervisor, state risk management and other system personnel who need the information for their assigned work. Your Driver's License Number will be used to obtain a Motor Vehicle Record Report from the Department of Motor Vehicles for each state where you have held a driver's license in the past five years.

The completed form shall be returned to the individual designated on your campus. Be advised that processing and approval may take 7 to 10 working days. Vehicles may not be driven until you are notified of approval.

College/University: _____ **Campus:** _____

Department/Division: _____ **Dept Contact:** _____

Drivers Name: Last: _____ **First:** _____ **Middle:** _____

Driver's E-mail: _____

Status: Staff/Faculty Student Other (specify)_____

Age: Younger than 18 18 to 20 21 or over

Drivers License Number: _____ **Issued by the State of** _____

Date of Birth: _____

Driver's License Expiration Date: _____ **Drivers License Class:** _____

Years of US or Canada Driving Experience:

Less than 2 yrs 2 to 5 yrs More than 5 yrs

Insurance Carrier: _____ **Renewal Date:** _____

Drivers' Responsibilities:

Driver agrees to:

1. Maintain an active, valid/appropriate drivers' license.
2. Be familiar with the State's and MNSCU's Drivers' License and Record Check policy and procedure.
3. Notify the supervisor no later than the beginning of your next shift after losing your driver's license through suspension, revocation, cancellation, disqualification or expiration.
4. Abstain from driving a state owned, rented/leased vehicle if you do not have an active, valid/appropriate driver's license.
5. Observe all posted speed limits and operate the vehicle in accordance with applicable laws and state regulations.
6. Maintain liability insurance on your own vehicle if you use it for work purposes.
7. Cell phone use while operating a vehicle is not recommended. If the driver has to use the a cell phone, they are encouraged to pull the vehicle completely off the road and come to a complete stop in a parking area or other safe place before placing or accepting a call.

I acknowledge that I have read and understand the contents of the Fleet Safety Policy and Guidelines for the Minnesota State Colleges and Universities, including the Drivers Responsibilities noted above, and agree to abide by such policies and guidelines.

I AUTHORIZE THE MINNESOTA STATE COLLEGES AND UNIVERSITIES TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS VEHICLE USE CONSENT FORM.

I agree to update this Consent Form in the event of a change to any of the data supplied above. I also agree to inform my supervisor and the MnSCU Risk Management department in the event of any negative change in the status of my driving record, such as at fault accidents, major violations, multiple minor violations or license revocation, restriction or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving on college/university business and activities.

Applicant's Signature

Date

Dept Contact Signature (as applicable)

Date