

## Multi-Passenger Vehicle Driver Approval Form

**1) Applicant and Supervisor complete the top portion of the form, including requested information in box area.**

I attest that I am an ASU employee, at least 18 years of age, have had a valid driver's license for at least 2 years, not more than 1 moving violation, and no DWI's in the previous two years, and hereby give permission for Appalachian State University to perform a driving record check on said license. University Police and/or EHS&EM may deny approval at their discretion. I am aware that it is my responsibility to notify my supervisor of any DWI's or moving violations I receive after this check is completed. Note: If applicable, indicate previous state(s) driver license information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**2) Send completed form to University Police for driving record check via campus mail.**

<b>Driver's Name</b>		<b>Date of Birth:</b> _____	
<b>As Appears on License</b>			
(Please Print)	_____	_____	_____
	Last	First	Middle
<b>ASU User ID (ASU Email address)</b> _____			
<b>Current Driver's License #:</b> _____		<b>Current Issuing State/# of Years Held</b> _____	
<b>Previous Driver's License #:</b> _____		<b>Previous Issuing State/# of Years Held:</b> _____	
NOTE: If you have been licensed in more than 2 states in the previous 2 years, attach additional information (issuing state/yrs, driver license #) to this form.			
<b>Hiring/Sponsoring Department:</b> _____		<b>Department Location (Bldg):</b> _____	
<b>Department Phone #:</b> _____		<b>Supervisor:</b> _____	

The prospective driver \_\_\_\_\_ does or does not \_\_\_\_\_ meet all of the driver's license requirements in order to operate a multi-passenger van. \_\_\_\_\_ Unable to complete out-of-state license record review due to state privacy information release guidelines. Contact University Police for more information.

\_\_\_\_\_  
University Police Initials/Date

**3) Form will be sent from University Police back to the Supervisor who will forward to Steven Nixon, EHS&EM via campus mail.**

**4) Applicant has successfully completed Multi-Passenger Vehicle Driver Awareness Course and online test.**

\_\_\_\_\_  
EHS&EM Initials/Date

**5) Applicant has successfully completed the Driving Evaluation with an approved evaluator and all required documentation has been forwarded to EHS&EM.**

\_\_\_\_\_  
EHS&EM Initials/Date

**6) Applicant has completed all steps and has been issued a Multi-Passenger Vehicle Training Verification Card.**

\_\_\_\_\_  
EHS&EM Initials/Date Card Issued