

Multi-Passenger Vehicle Driver Approval Re-Certification 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 19 years of age, have had a valid driver's license for at least 3 years, not more than 1 moving violation in the past two years, no DWI's in the previous three 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.

Driver's Name			Date of Birth: _____		
As Appears on License					
(Please Print)	Last	First	Middle		
ASU User ID (ASU Email address) _____					
Current Driver's License #: _____		Current Issuing State/# of Years Held _____			
Previous Driver's License #: _____		Previous Issuing State/# of Years Held: _____			
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.					
Hiring/Sponsoring Department: _____			Department Location (Bldg): _____		
Department Phone #: _____			Supervisor: _____		

The prospective driver _____ does or does not _____ meet all of the driver's license requirements in order to continue to operate a multi-passenger vehicle.

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.

EHS&EM Initials/Date

4) Applicant continues to meet requirements for operation of multi passenger vehicles and has been issued an updated certification by EHS&EM

EHS&EM Initials/Date New Card Issued