UNIVERSITY OF PRINCE EDWARD ISLAND Driver's Approval Form

Check one:

□ Regular & Frequent Driver (Employees who drive on a regular basis <u>all</u> year)

□ Casual or Student Driver (Employees who drive occasionally, or students who drive for 2-3 months of the year.)

All university staff who drive university owned motor vehicles are required to provide the following information. Upon completion, return this form to your department head or chairperson or vehicle coordinator for authorization. Only employees of the University, its agents or students are permitted to drive University owned vehicles. Drivers of 15-passenger vans must also complete a separate form: *Application for Approval to drive a 15-passenger van*.

Part 1	Nama		
1]	Name		
2]	Date of Employment University ID#		
3]	Department		
4]	Home Address:		
5]	License Number & Classification		
	(attach copy of license)		
6}	Date of Birth		
7]	Number of Years License Held:		
8]	Have you had any accidents, and/or convictions in the past five years? Yes No		
-	(If yes give details, if space insufficient use an attachment): (circle one)		
	Date Particulars		
9]	University Vehicles to be Driven		
	Truck/ Auto / Van* - 7-Passenger 12-Passenger *15-Passenger (Circle)		
	_Make, model and licence #		
*NOTE: Fifteen (15)-passenger vans require class 4 license & completion of a separate approval form (attached). Five (5) or more years of driving experience recommended to drive passenger vans.			

Confidentiality: The information provided herein is confidential. It is solely for the purpose of controlling the use and operation of University vehicles and shall not be used for any other purpose.

Drivers Approval Form

Driver Certification

I hereby certify that:

- 1. I have read and agree to abide by the UPEI policy on 'University Owned or Leased Vehicles- Safety & Risk Management Policy'.
- 2. I authorize the University of Prince Edward Island's Comptroller's Office to obtain a copy of my driver's record from the Motor Vehicle Branch PEI Department of Highways.
- **3.** The information provided herein is a full and accurate disclosure of my drivers record.

Date	Signature	
Authorization		
Vehicle Coordinator (for Dept. Ir	volved) or Designate:	
Application Approved	Application Rejected	
Name	Signature	Date
Comptroller's Office:		
Application Approved	Application Rejected	
Name	Signature	Date

UNIVERSITY OF PRINCE EDWARD ISLAND Application for approval to drive a 15-passenger van

The operation of a 15-passenger van requires experience and training specific to the operation of this type of vehicle. Specific issues have been identified concerning the safe operation of 15-passenger vans, including stability of the vehicle, handling, changes in the centre of gravity, and increased risk of skids and rollovers. Minimum requirements for approval to drive a 15- passenger van is a class 4 license, at least 5 years driving experience, and previous experience or training in the operation of a 15-passenger van or large commercial passenger vehicles.

Please complete the following:

Name: _____ Department _____

(1) I have the following experience and training in the operation of a 15-passenger van or large commercial passenger vehicle: (Describe)

2) I am aware to the safety concerns specific to the operation of 15-passenger vans. (initial)

3) I agree to strictly abide by and enforce among all passengers the 'UPEI University Owned or Leased Vehicles- Safety & Risk Management Policy', including the wearing of seatbelts by all persons in the van. _____ (initial)

I attest the above information is complete and accurate

Applicant's signature

Recommended by:

Vehicle Coordinator (Biology)

Approved by: _____

Comptroller