

# Approved Driver Form Instructions

- 1) Complete top portion of form. Information is required in ALL fields.

NOTE: This form is a fillable PDF.

- 2) Read and Understand the Form. If questions exist, please reach out to Campus Police.
- 3) Copy the front of your Driver's License onto the Completed Form and in the area indicated on the form.

NOTE: Driver's License must be legible and will not be accepted as a separate sheet of paper or document.

- 4) Sign and Date the Form

- 5) Scan the Form to your PC and email to [vincennesuniversitypolice@vinu.edu](mailto:vincennesuniversitypolice@vinu.edu).

NOTE: You may also bring this form to Campus Police in person, however, the form must be completed per the instructions before doing so.

- 6) Submit a NEW Approved Driver Form Bi-Annually (Every Two years), or anytime your license changes or is re-issued.

NOTE: Approved Driver Forms expire two years from date of approval and notice of this expiration is not sent to the employee. Failure to submit a new Approved Driver Form, Bi-Annually, will result in the employee being removed from the system as an approved driver.

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT CAMPUS  
POLICE AT 888-5555.



**UNIVERSITY VEHICLE DRIVER INFORMATION AND AGREEMENT**

Name of Driver: \_\_\_\_\_ A#: \_\_\_\_\_

Campus Department: \_\_\_\_\_

Office Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Driver License Number: \_\_\_\_\_ State: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Birth Date: \_\_\_\_\_

I have read and understand the guidelines regarding University vehicle usage, as outlined by the Vincennes University Vehicle Usage Procedures document.

In order to be allowed permission to operate a University vehicle, I agree to abide by them. I also agree to operate the University vehicle in a safe, prudent, and lawful manner at all times. I do truthfully state that I have a valid, non-conditional driver's license and that my privilege to drive is not currently under suspension, and further, I understand that the University will verify my license information and motor vehicle record to determine my eligibility to drive a University vehicle.

I agree to give the University prompt notice of driving arrests or convictions as listed in the Vehicle Usage Procedures, and I consent to the University Campus Police periodically reviewing my driving record to determine my continued eligibility to drive University Vehicles.

**All information attained by the Vincennes University Police Department will be held in strict confidence.**

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

