

# DRIVER REGISTRATION FORM – FACULTY/STAFF

In keeping with Alfred University policy and as required by our insurance carrier, the following information is required of all those seeking authorization to drive an Alfred University vehicle.

- A valid United States Driver’s License must be submitted with your application.
- An international driver's license is not acceptable.
- Only Alfred University Employees and Alfred University Students are eligible to drive any University vehicle.

Please be advised that a Motor Vehicle Report (MVR) may be run on any applicant and the results of any MVR undertaken. This form, along with a photocopy of your license, will be held in a private file.

Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street Address or PO Box City State Zip Code

Banner ID: \_\_\_\_\_ Are you  Faculty  Staff Phone: \_\_\_\_\_

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

Birth Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Driver’s License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_ Expiration Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Have you had your license for 3 years?  Yes  No (Note: Probationary may be included in this timeframe)

List all convictions for traffic violations within the past 36 MONTHS (3 years). Include any charges pending, noting as such.

- It is **YOUR Responsibility TO REPORT** outcome as soon as available.
- **Denied driving are:** DWI/DUI/DUAI within the past 5 years, reckless driving, fleeing an officer, homicide or assault using vehicle, driving with revoked license, speeding 20 mph over limit, moving violation or accident.
- **Denied driving with two occurrences:** unreasonable speed for road conditions, failure to yield, failure obeying sign & signals, improper driving, following too closely, accident, any moving violation, points between 4 and 7.
- **Denied/or one (1) year:** operating a vehicle while using a mobile device, either for talking or texting. Driver cited twice in 12-month period will have privileges revoked.
- **There shall be no right of appeal from an automatic denial of Motor Pool driving privileges.**

Month & Year of Violation	Points	Infraction	Location (City & State)

## MOTOR POOL DRIVING RULES & REGULATIONS

- SEAT BELTS MUST BE USED AT ALL TIMES
- In case of an accident a kit is provided in the glove box that contains a) vehicle registration; b) insurance card; and c) accident report form. There is also an emergency kit, jumper cables, first aid kit and flares) located in the trunk of the vehicles. **All accidents must be reported immediately to the Physical Plant Office (871-2154).**
- When driving a University vehicle all local and state speed limits and laws must be adhered to. **Please be advised that the driver assumes personal responsibility for any violations incurred.**
- Keys to the vehicle can be secured at the Motor Pool between the hours of 8:00 a.m. and 3:00 p.m. on the business day of trip. If the departure is scheduled on a weekend or before 8:00 a.m. Monday, keys must be picked up by 3:00 p.m. Friday. All vehicles are housed at Motor Pool area located at 150 North Main Street. Therefore, please pick up and return the vehicle to this location.
- The prompt return of the vehicle to the Motor Pool area is important, as another reservation may be pending. Therefore please return the vehicle according to the time specified or a **late fee of \$30 per day** will be charged to the account number provided. Place vehicle keys in the drop-box located on the door of the Motor Pool garage.
- All issued gas cards must be returned to the Motor Pool the next business day - **no exceptions.**
- Any Student Groups, including class trips and athletic groups, taking a vehicle 200 plus miles one way and staying overnight on a trip are required to have their Faculty Advisor/Professor or Coach travel with them.
- Additional charges will be applied to: Removal of seats - \$10 .00, Non-Cancellation - \$10.00, Cleaning beyond the ordinary \$25.00.
- Alfred University policy is no pets and no smoking allowed in vehicles.
- I agree to abide by all the above listed rules and regulations and all Motor Pool policies, rules and regulations that may be adopted in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date