

**College Owned Vehicles – List of Driver Authorization Form**

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Requested by: \_\_\_\_\_ Ext. \_\_\_\_\_

Vehicle Make and License Plate # \_\_\_\_\_

The College requires a list of all drivers authorized to drive your department owned vehicle. Update this list when adding drivers.

I agree to abide by the policies and procedures of Loyalist College: Vehicle Motor Safety FIN200 OHS-026.

All drivers on the list require an abstract. It is the responsibility of the department to obtain the abstracts, attach them with this form and forward to Finance. Finance will confirm that the requesting department that drivers listed have been added to the College Insurance Policy. This form and abstracts can be email to: [cwebster@loyalistcollege.com](mailto:cwebster@loyalistcollege.com)

Drivers Name (Please Print)	D.O.B. mm-dd-yy	Driver's License Number	Expiry Date mm-dd-yy	Signature

**Conditions of Use of Loyalist College Vehicles (Owned or Leased):**

1. Use of College vehicle is limited to sanctioned College business only. Personal use of any College vehicle is strictly prohibited unless declared and agreed to prior to use by approving department.
2. Fines and Tickets associated with the use of a Loyalist College vehicle are the financial responsibility of the Driver.
3. Report any changes to individuals' driving record that would affect their drivers' abstract to Finance.
4. Drivers are responsible for ensuring all passengers are wearing seatbelts, and that there are no more passengers in the vehicle than available seatbelts.
5. Drivers must adhere to MTO rules of the road and ensure the safety of passengers in the vehicle.