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**DRIVER INFORMATION**

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

OSU ID # (9 digits): \_\_\_\_\_ OSU E-Mail (Name.#): \_\_\_\_\_

The driver listed above is:     Faculty     Staff     Student     Other (Please Define): \_\_\_\_\_

License Plate of Vehicle Driven (Enter "Pool" if not assigned a specific vehicle): \_\_\_\_\_

Restricted to university business use only     The department has authorized this driver to operate a university vehicle for non-university business. Attached is the letter from the Vice President or Dean outlining permission.

**COMMERCIAL DRIVERS LICENSE HOLDERS ONLY**

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If you possess a valid Commercial Driver's License and are using it for your employment at Ohio State , you are required to complete the following:

Class: \_\_\_\_\_ Endorsements: \_\_\_\_\_

**NOTE:** CDL holders are required by law to immediately report all convictions of traffic violations, both personal and professional, to their supervisors.

**READ BEFORE SIGNING**

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- I am at least 18 years of age.
- I understand that I am not permitted to operate 15-passenger vans.
- I am duly licensed to operate motor vehicles in the State of Ohio, and will comply with all applicable state and local laws and university Policies.
- I understand that any and all fees or fines resulting from my violation of any motor vehicle regulations or violations, while operating university vehicles, are my sole responsibility. Further, should I elect to retain my own legal counsel to challenge any such parking, traffic or moving citation, I will be solely responsible for any and all associated costs and attorneys fees that I chose to incur.
- I agree to report the revocation, forfeiture, and/or suspension of my driver's license immediately to my department.
- I acknowledge and agree that the university may periodically check my driver's license for validity and violations.
- I agree that I will not allow a non-university employee to drive a vehicle while it is checked out to me.
- I understand that the university assumes no responsibility for personal property of the driver and/or occupant of a university vehicle.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENT INFORMATION**

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Cost Center #: \_\_\_\_\_ Department Name: \_\_\_\_\_

**Department Contact:**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Authorized Departmental Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Title:** \_\_\_\_\_

To submit, **EITHER** fax to 614-292-4051 **OR** scan & email to tp-fleetinfo@osu.edu (not both).

## USE OF VEHICLE

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“University Vehicles” refers to all state owned/leased/operated vehicles, and are to be used only for authorized university business. These vehicles shall be operated only by those university employees and students specifically authorized to do so by a department Dean, Director, or Chair or designee. It is the responsibility of the department Dean, Director or Chair to inform and enforce proper use and ensure that only duly licensed, registered and trained drivers operate University vehicles. For insurance purposes, qualified drivers must be registered with Transportation and Traffic Management (TTM) prior to use of a state vehicle using the Drivers Registration Form.

- Smoking is not permitted in any university vehicle at any time.
- The use of cell phones while driving is prohibited.
- Only authorized, faculty, staff, students or guests of the university may ride in university vehicles.
- University vehicles are to be housed on University property when not in use or without pre-authorization from a Vice President or Dean.

## DRIVER QUALIFICATIONS

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Only persons possessing a valid and appropriate driver's license, meeting the standards outlined in the Vehicle Acquisition and Use Policy # 2.72, and who have department authorization by the department may operate a university owned or leased vehicle. It shall be the responsibility of the department to ensure that drivers meet the required qualifications outlined below:

- 18 years of age or older (Daily rentals through Vehicle Rental or other rental companies may require a higher age limit).
- Valid United States or Canadian drivers license.
- Driver must be a faculty, staff or student employee of the university or working in an official capacity for the department.

## INSURANCE AND ACCIDENT REPORTING

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Any university vehicle, no matter how acquired, that is involved in an accident must complete an accident report with the local authorities. An accident is defined as anything causing damage to persons or property. Departments are required to report all accidents to TTM as soon as possible after the accident, or by the following business day of the incident. TTM will process all claims for University vehicles. Departments may not authorize non-emergency repairs for vehicles involved in accidents until they receive approval from TTM.

## NON-UNIVERSITY DRIVING

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Personal use of a state-owned/leased or operated vehicle is against university policy unless prior authorization has been provided by the appropriate Vice President or Dean. A letter authorizing non-university business use may be attached to this form and must be signed by the Vice President or Dean stating reasons and restrictions for this privilege.

***IRS regulations require that the university include imputed income on an individual's W-4 for personal use of a University vehicle. All mileage for non-University business use must be reported by the driver to the Office of Human Resources.***