

The Evergreen State College

VALID LICENSE TO DRIVE AND DRIVING EXPERIENCE STATEMENT

Drivers refers to employees, student employees, students, and volunteers operating a state owned vehicle under the direction of a state agency or the college. Evergreen Motorpool will retain a copy of the signed form.

In an effort to promote safe driving practices for the protection of state employees, students, and the citizens and drivers in Washington State, all drivers of state owned vehicles are required to sign this statement verifying: 1) they possess a license that is valid under Washington State law that is current and reflects information consistent with the applicable state licensing department records; 2) they have a minimum of two years of experience driving motor vehicles; 3) their Washington State (or out-of-state) driving record is free of violations (as described below) that restricts vehicle driving assignments; and 4) they agree to advise appropriate supervisor or faculty member by the next business day if their legal status to drive changes.

CRITERIA FOR RESTRICTING A DRIVER FROM DRIVING A STATE OWNED VEHICLE

Within the past two years, any suspension/revocation of license for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle related felony; or for multiple traffic offenses (2 moving violations/infractions in 12 months/3 moving violations/infractions in 24 months) resulting in a Conditional Status driving record or subsequent suspension/revocation of license.

SUPERVISOR/FACULTY MEMBER RESPONSIBILITIES CHECKLIST

- Visually check to ensure the driver has a valid and current Evergreen Vehicle Use Permit. New and/or renewal vehicle use permits can be obtained by contacting Evergreen Motorpool for necessary procedures.
- Acknowledge that by allowing the driver to utilize campus and/or state owned vehicles on behalf of your department/program, any damage to the vehicle be charged to the department/program budget code and authorize such charges if needed.
- Authorize a \$20 fee to be charged to the designated org/fund/program to cover the cost of obtaining the applicant’s driving record.

FUND: _____ ORG: _____ PROGRAM: _____

Supervisor/Faculty Signature: _____ Date: _____

VEHICLE DRIVER RESPONSIBILITIES ACKNOWLEDGEMENT AND AUTHORIZATION

- I have a license that is valid under Washington State law that is current and reflects information consistent with the applicable state licensing department records.
- I have at least two years of experience driving motor vehicles.
- My Department of Licensing driver’s record is free of all the excluding driving criteria listed above for driving a state owned vehicle.
- As a condition of driving a state owned vehicle, I agree to inform my supervisor by the next business day if my status to legally drive changes at any time I am assigned to drive a state owned vehicle.
- I authorize Evergreen State College and the Evergreen Motorpool office to obtain a copy of my driver’s record to verify my status to legally drive a state owned vehicle.

By signing below, I agree to the above responsibilities, understand my responsibilities as a vehicle driver, agree that my driver record does not restrict me from driving a state owned vehicle and I authorize Evergreen to obtain a copy of my driver’s record for verification.

Driver’s Name (Print) _____ Date: _____

Driver’s Signature _____ Department: _____