

Driver's Record Request Form

University of Idaho

To comply with the University Vehicle Use Policy, (formerly FSH 6200, now APM 05.09) any University of Idaho employee who will drive a University vehicle must provide information to his/her department administrator or Human Resources to conduct a driver's record check prior to operating a University owned or rented vehicle.

Please provide the information requested below so that the driver's record check may be conducted:

Name (Printed) _____

State Driver's Licensed Issued _____

Driver's License Number _____

Employee Signature _____ Date _____

UI use: Date verified _____ Points _____

Signature of verifier _____

Department _____

This form is for official UI use only. The information is collected for the purpose of verifying an employee's eligibility to operate a UI owned or rented vehicle. This form is valid for three years and is to be kept confidentially in the departmental personnel file.

Questions regarding the University Vehicle Use Policy should be directed to Office of Risk Management at (208) 885-7177.