

CONFIDENTIAL

**Idaho Driver's Record Request Form**  
**University of Idaho**

To comply with the University Vehicle Use Policy, APM 05.08, any person who will drive a University vehicle must provide information to *their sponsoring unit administrator or Human Resources* to conduct a driver's record check prior to operating a University owned or rented vehicle.

**NOTE:** *Drivers licensed in the State of Idaho may have the check made by designated University personnel using the Idaho Department of Transportation's website or drivers licensed with out of state or international licenses are responsible for providing a current copy of their three year driver's record and any legend, key or other documentation necessary to interpret the record.*

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

Name (Printed) \_\_\_\_\_

Driver's License Number \_\_\_\_\_

State Driver's Licensed Issued \_\_\_\_\_

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

**Driver's Unit/Department Supervisor Verification of Driver's Record**

Once the record is obtained, the driver's supervisor will review the driver's record and verify that the driver is qualified to operate a **UI Owned or Rented Vehicle** by completing the information and signing below. 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, APM 05.08 should be directed to Risk Management at (208) 885-7177 or email risk@uidaho.edu.

UI use: Date verified \_\_\_\_\_ Points \_\_\_\_\_

Signature of verifier \_\_\_\_\_

Department \_\_\_\_\_

This form is for official UI use only.