

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) \_\_\_\_\_

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

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

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

**Unit Supervisor Verification**

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 Risk Management at (208) 885-7177.