



REQUEST FOR Driver Registration and Motor Vehicle Record Check

PRINT ALL INFORMATION EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE

Last Name: _____ **First:** _____ **Middle:** _____

Driver's License #: _____ **State:** _____ **Exp. Date:** ___/___/___ **Date of Birth:** ___/___/___

Driver's Email: _____ **Driver's Phone #:** _____ **License Class:** _____

Department: _____ **Job Title:** _____

Supervisor: _____ **Supervisor Phone Number:** _____

Classification: Faculty Staff Student Volunteer

Will you be driving a campus van? Yes No

Please note: You will be required to complete a Van Driver Training course and a hands-on driving session.

AUTHORIZATION AND ACKNOWLEDGEMENT OF DRIVER RESPONSIBILITIES

All persons (employees, students, volunteers) who drive any vehicle on College business are required to provide current driver's license information for verification of license status and driving history. I understand the Driver Protection Privacy Act of 1994, amended 9/97, prohibits the release of my MVR data for other than bona fide driver selection and supervision activities. By signing below, I hereby authorize the State of New York and Farmingdale State College to obtain my Motor Vehicle Record (MVR) from any state where I have held a driver's license in the last 3 years. I understand that Farmingdale State College will consider this information when making decisions regarding my use of a campus vehicle for Farmingdale State College.

Furthermore, I understand and agree that driving any vehicle on Farmingdale State College business imposes certain requirements and responsibilities on all drivers as listed on the reverse side of this form. I agree to abide by the obligations and requirements listed herein, and any other laws or policies that may be applicable. I understand that failure to comply with these requirements, and failure to maintain an acceptable or conditional driving record (as defined below), may result in disciplinary action up to and including suspension or revocation of College driving privileges and/or termination of employment.

Signature: _____ **Date:** ___/___/___

Motor Vehicle Record Review Criteria

Moving Violation = 3 points Preventable Accident* = 4 points

* Preventability determined by Vehicle Accident Review Committee

ACCEPTABLE 5 or fewer points	CONDITIONAL 6 - 8 points	UNACCEPTABLE 9 or more points
Less than 2 moving violations in the last 3 years	2 moving violations in the last 3 years	3 or more moving violations in the last 3 years
Less than 2 preventable accidents in the last 3 years	2 preventable accidents in the last 3 years ----- 1 moving violation plus 1 preventable accident in the last 3 years	3 or more preventable accidents in the last 3 years ----- Any combination of 3 or more moving violations and preventable accidents in the last 3 years

Applicants will also be denied the use of a state vehicle if s/he has been:

1. Convicted of any violation involving the use of alcohol or drinking or drugs while operating a motor vehicle during the past 36-month period;
2. Convicted of more than three moving Vehicle and Traffic Law violations during the past 12-month period;
3. Involved in two or more accidents that resulted in a conviction from violating a provision of the vehicle and traffic law that contributed to an accident during the past 24-month period;
4. Convicted of reckless driving in the past 36-month period;
5. Convicted of leaving the scene of an accident or failure to report an accident during the past 36-month period;
6. Convicted of vehicular assault; or,
7. Convicted of vehicular manslaughter.

DRIVER RESPONSIBILITIES

When driving any vehicle on Farmingdale State College business, I agree to (please initial):

- _____ 1. Drive with courtesy and exercise reasonable caution to prevent collisions or other losses.
- _____ 2. Have a valid driver's license in my possession at all times.
- _____ 3. Use College vehicles for authorized, official purposes only.
- _____ 4. Operate vehicles in accordance with all applicable College regulations and observe all applicable traffic laws.
- _____ 5. Drive vehicles at controlled speeds that are appropriate to road, loading, and hazard conditions.
- _____ 6. Assume responsibility for any fine or citation received while driving on College business.
- _____ 7. Not transport unauthorized passengers or permit any unauthorized person to drive the vehicle.
- _____ 8. Not operate a vehicle unless all occupants are wearing seatbelts.
- _____ 9. Not drive under the influence of alcohol or drugs, including medications if they cause impairment.

- _____ 10. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
- _____ 11. Inspect the vehicle for obvious safety concerns prior to use, report and defects to the appropriate authority, and not operate a vehicle that has deficiencies that make it unsafe to drive.
- _____ 12. Immediately report all accidents or traffic citations to a supervisor and appropriate authority.
- _____ 13. Immediately advise a supervisor or other appropriate authority of any change in driving status such as license suspension or revocation, or medical condition that interferes with driving.
- _____ 14. Not transport items on the roof of the vehicle.
- _____ 15. Not tow items by any trailer, unless I am specifically trained to do so.
- _____ 16. Ensure that the number of occupants does not exceed capacity of the vehicle.
- _____ 17. Ensure that the amount of time spent behind the wheel is not excessive.

I understand that failure to comply with these requirements, and failure to maintain an acceptable or conditional driving record, may result in disciplinary action up to and including suspension or revocation of College driving privileges and/or termination of employment.

Signature: _____ **Date:** ____/____/____

PLEASE ATTACH A COPY OF YOUR DRIVER'S LICENSE TO THIS FORM.