



MINNESOTA STATE

**Minnesota State Colleges and
Universities
System Procedures
Chapter 5 – Administration
Procedures with Board Policy 5.19**

Vehicle Use Agreement and Consent to Obtain Driving Record(s) **Effective September 1, 2009**

The information you are being asked to provide on this page will be used by Minnesota State to determine your eligibility to drive vehicles for Minnesota State activities. This information will be submitted to the State Department of Motor Vehicles for each state where you have held a driver's license in the past five years. The driving record(s) obtained will be reviewed by the state Risk Management Division of the Department of Administration, which will rate the acceptability of your driving record.

This rating will be maintained by the applicable system Human Resources Office and available to other system personnel including, but not limited to, the club/organization advisor, who have a need to verify your eligibility to drive a state owned or leased vehicle. This consent form will be used to annually verify your driving eligibility unless you rescind your consent in accordance with the applicable campus or office procedure.

You are not required by law to provide this information, but if you do not do so you will not be eligible to drive a vehicle for Minnesota State business/activities. If your job responsibilities require you to drive a vehicle and you do not wish to complete this form, please discuss with your supervisor. If you have any questions about this form or policy, please discuss them with the club/organization advisor.

Please return this form to the Business Office or email to BusinessOffice3@southeastmn.edu. The submission and review process may take 7 to 10 working days. Effective 9/1/09, an employee's driving record must be acceptable before reserving a state owned or leased vehicle.

Complete the Following Only If You Authorize Minnesota State Colleges and Universities to Obtain Your Driver's License Records to be Eligible to Drive a State Owned or Leased Vehicle

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

Date of Birth(MM/DD/YYYY): _____

Driver's License Number: _____ **Issued by State of:** _____

Driver's License Class: _____

Other Driver's Licenses held in the last five (5) years: _____

Club/Organization Name: _____

Name of Club/Organization Advisor: _____

Driver's Phone Number: _____

Driver's College/University E-mail Address: _____

Driver's Responsibilities:

Driver agrees to:

1. Maintain an active, appropriate driver's license;
2. Comply with Minnesota State Colleges and Universities' Drivers' License and Record Check Guideline 5.19.3.1 and other system policies and procedures applicable to travel;
3. Notify the club/organization advisor immediately if driver's license is suspended, revoked, cancelled, restricted or expired if driver intends to operate a vehicle for Minnesota State business/activity;
4. Observe all posted speed limits and operate system vehicle in accordance with applicable laws and state regulations. The Department of Administration monitors all vehicles electronically.

Vehicle Use Agreement

My signature below signifies that I have read and understand the Driver's Responsibilities noted above and agree to abide by them.

I AUTHORIZE MINNESOTA STATE COLLEGES AND UNIVERSITIES TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST FIVE YEARS BASED ON THE INFORMATION I HAVE PROVIDED ON THIS FORM FOR THIS PURPOSE. I ALSO UNDERSTAND THAT MY MOTOR VEHICLE RECORD MAY BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS AUTHORIZATION.

I AGREE THAT THE INFORMATION I HAVE PROVIDED IS ACCURATE AND COMPLETE.

If I intend to drive a state owned or leased vehicle, I agree to notify my supervisor immediately if the status of my driver's license changes, as described above.

Signature

Date