

**REQUEST TO ADD NEW DRIVER**

RUN MVR   X        ADD DRIVER   X        DELETE DRIVER \_\_\_\_\_

***DRIVER INFORMATION***

FULL NAME (on license): \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_

EXP. DATE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ DATE of HIRE (Staff/Faculty) \_\_\_\_\_

DEPARTMENT DRIVING FOR: \_\_\_\_\_ EXTENSION #: \_\_\_\_\_

RELATIONSHIP TO BSC: (Please check one.)

STUDENT \_\_\_\_\_ STAFF \_\_\_\_\_ FACULTY \_\_\_\_\_ OTHER \_\_\_\_\_

DRIVING FREQUENCY: (Please check one.)

DAILY \_\_\_\_\_ WEEKEND \_\_\_\_\_ MONTHLY \_\_\_\_\_ SPECIAL OCCASION \_\_\_\_\_

Have you had any speeding tickets in the past three years? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list:

- 1) \_\_\_\_\_ mph in a \_\_\_\_\_ mph zone    date \_\_\_\_\_
- 2) \_\_\_\_\_ mph in a \_\_\_\_\_ mph zone    date \_\_\_\_\_
- 3) \_\_\_\_\_ mph in a \_\_\_\_\_ mph zone    date \_\_\_\_\_

Have you had any moving violations in the past five years? (Ei. running stop sign) If so, please list:

- 1) \_\_\_\_\_ date \_\_\_\_\_
- 2) \_\_\_\_\_ date \_\_\_\_\_
- 3) \_\_\_\_\_ date \_\_\_\_\_

Have you had any accidents in the last five years? If so, please list with date, details and whose fault.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

If the accident above was your fault, state the bodily injury that occurred (if any) and the total loss.

- 1)(injury) \_\_\_\_\_ (loss) \_\_\_\_\_
- 2)(injury) \_\_\_\_\_ (loss) \_\_\_\_\_

Any BSC Driver must conform to the following requirements:

*Have a valid Drivers License on file with Human Resources Office*

*Must be at least 21 years of age*

*Mandatory use of seat belts for driver and all passengers*

*No more than two moving violations or one at fault accident in the last three years*

*No DUI*

A Commercial Drivers License (CDL) will be required to drive a College owned, leased or rented mini-bus.