## **University Driver Request Form**



The applicant and unit administrator must complete and sign this form before the applicant can be considered an approved driver. The completed form is to be delivered to 700 North Texas Boulevard (RMS office), faxed to (940) 565-4919, scanned and emailed to <a href="mailto:RMS@unt.edu">RMS@unt.edu</a> (use "#Secure Driver Request" in the subject line). Out of state drivers must attach their MVR from the state that they are licensed to drive with this form. For questions, please call (940) 565-2109. **Forms take 3-5 business days to process.** 

## AN INCOMPLETE FORM WILL DELAY PROCESSING.

Type of Action Requested							Employed at UNT?						
☐ Add Driver ☐ Delete Driver ☐ Modify Driver							☐ Employee ☐ Non-employee (commercial rentals, mobile equipment, golf carts only)						
Completed by Applicant													
EmpIID (8 #)/Student ID (if applicable) First								MI	-	Last			
Home Address							City				State	Zip	
Primary Phone # Date of Birth							Driver License #				DL State of Issue	Driver License Expiration	
Driver License Class (select all that apply)							Email						
ΠA	□В	□с		1	□ CDL	□ Ot	her						
Completed by Unit Administrator													
Department						Phone # Emplo				Employe	yee's job require a Commercial Driver's License?		
											☐ Yes ☐ No		
						•				•			
Unit Administrator (Print Name)							Signature			Date			
Acknowledgement and Release													
I certify the information represented on this form is true and correct. I understand this information may be used by the University's													
automobile insurer or Risk Management Services to access, review, and evaluate my driving history provided by the Department of													
Public Safety for the express purpose of granting, revoking or reviewing driving privileges as an approved driver of the University.													
I understand that failure to follow all applicable rules, regulations and policies may result in revocation of my driving privileges of													
UNT vehicles or disciplinary action(s).													
By signing and dating this document, I acknowledge the following:													
1. I have read and understand the Operation of University Vehicles Policy (15.008) and Operation of University Vehicles Procedure that can be found at <a href="mailto:policy.unt.edu">policy.unt.edu</a> .													
2. The State vehicle I drive or the vehicle I rent is to be used exclusively for state business in the course and scope of what is reasonably required during the exercise of that business.													
4. I know when and how to complete a vehicle incident report.													
Applicant (Print Name)						Signature						Date	