

Madison College Driver Authorization Application



**MUST BE COMPLETED AND APPROVED PRIOR TO DRIVING ANY VEHICLE
(MADISON COLLEGE OWNED or PERSONAL) FOR MADISON COLLEGE BUSINESS**

This form must be completed by anyone wishing to operate a college owned or leased vehicle, or personal vehicle for college business. Only individuals that are employed by the college are eligible to become authorized drivers. **A PHOTOCOPY OF YOUR DRIVERS LICENSE MUST BE ATTACHED TO THIS FORM** : Complete and send to the Risk/EHS Office - RM 118 Truax.

PRINT: Applicant First Name, Middle Initial, Last Name () - _____
Phone:

Driver's License Number _____
Date of Birth

Department: _____
Supervisor's Name

Status: **Check The Vehicle(s) You Plan To Operate:**

FT/PT Employee Mini Vans/Passenger Cars

Student Employee 12 Passenger Van (or equivalent Cargo Van) **Years Driving Experience:** _____

Other _____

Applicant Signature: _____
Date

Applicant acknowledges the following by signing:

- I confirm that I maintain personal auto insurance with limits at or above the amounts currently required by the State of Wisconsin, which I acknowledge is required when driving personal vehicles on company business.
- I acknowledge that I have read and understand the contents of the Madison College Safe Motor Vehicle Operation Procedure for drivers of District vehicles.
- I realize that my driving record will be checked for purposes of approval of this driver authorization. I also understand that my driving record may be checked periodically thereafter.
- I understand that I must be in possession of a valid driver license in order to operate any motor vehicle while on Madison College business, as required by Wis. Stats. 343.05(3)(a).
- Understand that any negative changes in the status of my driving record or my failure to adhere to driver rules/policies/procedures may result in the revocation of the privilege of driving a College owned, leased or rented vehicle.

TO BE COMPLETED BY RISK/EHS OFFICE STAFF ONLY

Reviewed by: _____ Approved _____ Denied _____

Comments: _____