



# Madison Area Technical College RISK102 – Driver Authorization Request

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## FORMS

Madison College Driver Authorization Application

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## **PURPOSE**

This procedure outlines the required steps to request authorization to operate Madison College District (the college, college) vehicles.

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## **SCOPE & APPLICABILITY**

The requirements of this plan apply to all employees of the college.

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## **RESPONSIBILITY**

### **Risk Management/Environmental Health and Safety Manager (Risk/EHS Manager)**

- Review all driver authorization requests.
- Submit all driver authorization requests to the college's insurance underwriter(s)
- Notify requestor whether they were approved or denied.
- Maintain records of all driver authorization requests.
- Provide technical support to requestor.

### **Requestor**

- Provide all applicable information, as outlined below to Risk/EHS Manager
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## ***DRIVER AUTHORIZTION REQUEST***

Email the follow information to the Risk/EHS Manager:

- Completed Madison College Driver Authorization Application.
  - Photocopy of Wisconsin Driver's License.
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## **RECIEPT OF REQUESTED INFORMATION**

Once all information is received and reviewed by the Risk/EHS Manager, it is forwarded onto the college's insurance underwriter(s). Insurance underwriter(s) will review driving records of the requestor and send Risk/EHS Manager an approval or denial notification. Risk/EHS Manager will notify requestor of status with 10 business day of receipt.

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## **REFERENCES**

Please contact Risk/EHS Manager for more information.