

# Northwest-Shoals Community College EMPLOYEE – Vehicle Use Consent form

Original Consent

or

Update to Existing consent

The information you are being asked to provide will be used by Northwest-Shoals Community College personnel to determine your qualification to drive vehicles on college business or activities. You are not required by law to provide this information but if you do not do so you will not be approved to drive vehicles on college business or activities.

The information on this form will be accessible to your supervisor, state risk management and other system personnel who need the information for their assigned work. Your Driver's License Number will be used to obtain a Motor Vehicle Record Report from the Department of Motor Vehicles for each state where you have held a driver's license in the past five years.

The completed form shall be returned to the CFO Office on your campus. Be advised that processing and approval may take 7 to 10 working days. Vehicles may not be driven until you are notified of approval.

College: \_\_\_\_\_ Campus: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Dept. Contact: \_\_\_\_\_

Drivers Name:

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_

Driver's E-mail: \_\_\_\_\_

Status:  Faculty/Staff  Administration  Other (specify) \_\_\_\_\_

Age:  18 to 20  21 or over

Drivers License Number: \_\_\_\_\_ Issued by the State of \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License Expiration Date: \_\_\_\_\_ Driver's License Class: \_\_\_\_\_

Have you held a driver's license for any other state other than Alabama in the past 5 years \_\_\_\_\_

If yes, please provide the state in which it was issued and the driver's license number

\_\_\_\_\_

I AUTHORIZE NORTHWEST-SHOALS COMMUNITY COLLEGE TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVERS' LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THE VEHICLE USE GUIDELINES AND SAFETY STANDARDS AGREEMENT.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_