

**OCCIDENTAL COLLEGE
AUTHORIZED DRIVER APPLICATION**

Please submit a photocopy of your driver's license with application. Non-student employees may initially provide an out of state license and provide a valid California driver's license within 30 days of applying. Applicants must have at least 2 years licensed driving experience. Please print or type:

_____/_____/_____
 Last Name First Name M.I. Date of Birth

_____/_____/_____
 License No. State Exp. Date E-mail address

2 or more years continuous licensed driving experience: Yes No **NOTE:** If your driving experience in last 2 years is in multiple states, please list all states you were licensed in: _____

Employee/Applicant Student fr. so. jr. sr. _____
 Department & Supervisor

 Local Address Oxy ID # Box

 City, State, Zip Code Local Phone Number and/or Oxy extension

In consideration of Occidental College's ("College") review of my application for Authorized Driver status, I hereby voluntarily consent to and authorize the College, or its authorized agents bearing this release or copy thereof, to obtain a consumer report which may include driver history or motor vehicle records for the purpose of determining my eligibility to be an Authorized Driver in connection with my potential employment, employment responsibilities, or other College approved activities. I authorize the College to obtain my driver history or motor vehicle records through American Driving Records, Inc. ("ADR"), a consumer reporting agency, or through the California Department of Motor Vehicles ("DMV"). I hereby release the College, its authorized agents, and all persons and organizations providing this information from all claims and liabilities of any nature whatsoever in connection with this research. I hereby further authorize that a photocopy of this authorization may be considered as valid as the original. I agree that this authorization shall remain on file and shall serve as ongoing authorization for Occidental College to procure driver or motor vehicle records at any time during my employment or enrollment period.

I hereby acknowledge receipt of the Occidental College Authorized Driver Procedures and Vehicle Rental Procedures. I agree that if I am granted Authorized Driver status, I will comply with all requirements of the Authorized Driver and Vehicle Rental Procedures. I further acknowledge my understanding that if I am granted Authorized Driver status and drive my own vehicle on College approved business or activities, my liability insurance is primary and I am solely responsible for any physical damage to my personal vehicle. I further acknowledge that if I am transporting passengers on College approved activities in my personal vehicle, I must obtain a signed Occidental College Passenger Waiver from all passengers.

I hereby acknowledge my understanding that if I am denied Authorized Driver status or my Authorized Driver status is revoked, I am prohibited from driving on College business or for College approved activities. I understand that if the College's review of my driver history or motor vehicle records results in denial or revocation of Authorized Driver status, such denial may result in adverse action(s) up to and including denial of or loss of employment. I understand that I have specific prescribed rights as a consumer under the federal Fair Credit Reporting Act ("FCRA") and may have additional rights under relevant California state law. I understand that under the College's Authorized Driver Procedures, I may have the right to appeal denial or revocation of Authorized Driver status. I hereby certify that I have been presented with summaries of my rights as a consumer under FCRA and under California Investigative Consumer Reporting Agencies Act.

 Signature Printed Name Date

**OCCIDENTAL COLLEGE
AUTHORIZED DRIVER PROCEDURES**

QUICK REFERENCE SUMMARY

The Occidental College Authorized Driver Procedures are intended to ensure maximum safety for all drivers and passengers in vehicles used for College activities. Before you are eligible to drive on College approved activities, whether in a College owned or rented vehicle, or your own personal vehicle, you must be approved as an Authorized Driver. The Authorized Driver application is a one-time occurrence, and status is automatically reviewed at least annually.

What are the basic requirements to be an Authorized Driver?

- ◆ A valid driver license issued in the United States – not a temporary or expired license. (Employees must provide a California driver license within 30 days of their employment by the College)
- ◆ You must have held a valid driver license for at least the two consecutive years prior to applying and your driver history must meet the minimum requirements

How do I become an Authorized Driver?

- ◆ Submit a completed Occidental College Authorized Driver Application package along with a copy of your driver license as well as the, Certificate of completion of on-line Defensive Driving test (DDT) to Facilities Management for processing (which takes about one week)
<http://learn.ue.org/HF9AQ289167/OccidentalCollegeTraining>
- ◆ Agree to follow all traffic and other applicable laws, and all requirements of the Occidental College Authorized Driver Procedures.
- ◆ All violations appearing on your MVR will be used toward the point system

What are the responsibilities of an Authorized Driver?

- ◆ If driving a College owned vehicle, comply with all requirements of the College's Vehicle Rental Procedures including:
 - ✓ Conduct a Safety Inspection of the vehicle before leaving, noting visible damage & mileage at beginning and upon return of vehicle.
 - ✓ Submit properly completed Passenger Manifest to Campus Safety before leaving
 - ✓ Submit updated yellow copy of the Passenger Manifest to Campus Safety when you return
- ◆ If driving a personal vehicle on College business:
 - ✓ Carry personal automobile insurance as required by law (your insurance is primary)
 - ✓ Obtain proof of insurance card from Risk Management (ext. 2646) for presentation to rental agency
- ◆ Maintain an acceptable driver history record to retain Authorized Driver status.
- ◆ At no time can the Authorized driver use cell phones, text messaging, earphone, iPods or other personal electronics while operating vehicle
- ◆ All vehicles are for the exclusive use of Oxy Faculty, staff, administrators and students. No minor or non Oxy passengers are allowed. Exception being minors who are registered students or qualified through Admissions or the Athletic Recognition Program and have filed a waiver with the College signed by parent or legal guardian
- ◆ Zip car program is not affiliated with the Occidental Vehicle Rental or Authorized Driver Program

If you are involved in any accident while on College business or while operating a College owned or rented vehicle, follow all legal requirements (including contacting law enforcement if necessary), and obtain appropriate information from other drivers and witnesses. Notify Campus Safety in person or by phone at (323) 259-2599 immediately. Failure to do so will result in loss of Authorized Driver status.

I understand that this summary is for Quick Reference only. I acknowledge that I have read and understand the Vehicle Rental Procedures and that I am responsible for complying with all requirements.

Signature: _____ Date: _____

Printed Name: _____

**OCCIDENTAL COLLEGE
VEHICLE RENTAL PROCEDURES**

QUICK REFERENCE SUMMARY

The Occidental College Vehicle Rental Procedures are intended to support instructional programs and College sponsored activities by providing safe, reliable and economical vehicles for rental by College departments and organizations. The College owns and maintains a fleet of vehicles rented on a first come, first served basis. Only approved Authorized Drivers may operate College owned vehicles.

To Rent a Vehicle:

- ◆ Submit properly completed Vehicle Request and Authorization Form to Facilities Management for each trip (departments may temporarily reserve a vehicle by emailing vehiclerental@oxy.edu)
- ◆ Department director or chair must sign Vehicle Request form (unless he/she has provided prior written authorization for a designee to approve vehicle requests)

Use of Rental Vehicles:

- ◆ The Authorized Driver listed on the Vehicle Request may pick up keys at Facilities Management between 7:00 a.m. and 4:00 p.m., Monday through Friday
- ◆ Before driving the vehicle, the Authorized Driver should:
 - ✓ Conduct a Safety Inspection of the vehicle before leaving, noting visible damage & mileage at beginning and upon return of vehicle.
 - ✓ Submit properly completed Passenger Manifest to Campus Safety
- ◆ Rental vehicles must be operated in compliance with all applicable laws and the Vehicle Rental Procedures and Authorized Driver Procedures, including:
 - ✓ Using the vehicle only for the purpose approved (personal use of rental vehicles is prohibited)
 - ✓ No out of state use without prior approval; No out of Country use
 - ✓ Use of seat belts by the driver and all passengers
 - ✓ No smoking or open alcoholic beverages in rental vehicles
 - ✓ No use by Authorized Driver of cell phone, text messaging, earphones, iPods or other personal electronics while operating vehicle
 - ✓ There is no “off-roading” in rental vehicles. Special use to meet academic needs will be addressed on case by case by contacting Director of Risk Management
 - ✓ All passengers are to be picked up at central location on campus only
 - ✓ Academic field trips can be reserved at beginning of each semester for all trips in course schedule and reserved. AD names must be turned in 30 days in advance of vehicle use.
 - ✓ If a trip requires being off campus overnight, a faculty or staff person must be in attendance who is an Authorized Driver.
- ◆ All vehicles are for the exclusive use of Oxy Faculty, staff, administrators and students. No minor or non Oxy passengers are allowed. Exception being minors who are registered students or qualified through Admissions or the Athletic Recognition Program and have filed a waiver with the College signed by parent or legal guardian
- ◆ When returning rental vehicles to campus:
 - ✓ Park in assigned space, secure vehicle and make sure all lights are off
 - ✓ Submit completed Vehicle Request form, Part 3, to include vehicle inspection of any body damage while using and ending mileage to Facilities Management
 - ✓ Return keys to Facilities Management

If a vehicle has mechanical problems **during regular business hours and can be driven, call Facilities Management at (323) 259-2651. If a vehicle cannot be driven or it is after business hours, contact Campus Safety at (323) 259-2599 and 24-hour Roadside Assistance at (800) 328-7272.**

If you are involved in an accident, **follow all legal requirements (including contacting law enforcement if necessary), and obtain appropriate information from other drivers and witnesses. Notify Campus Safety in person or by phone at (323) 259-2599 immediately. Failure to do so will result in loss of Authorized Driver status.**

I understand that this summary is for Quick Reference only. I acknowledge that I have read and understand the Vehicle Rental Procedures and that I am responsible for complying with all requirements.

Signature: _____ Date: _____

Printed Name: _____

ADR Account No. B4182

ADR – American Driving Records and all agencies acting on behalf of American Driving Records, Inc.

Disclosure and Release Form

In connection with my employment (including contract for services) or application for employment or student activities with Occidental College, I understand that motor vehicle reports, which may contain public and private record information, may be requested from ADR. These reports may include but are not limited to the following types of information: name, address, social security number, date of birth, driver license or I.D. number, and driver record. I also understand that the information included in such reports will be taken into consideration in deciding whether to offer me employment, continue my employment, or allow me to drive for Occidental College.

I authorize, without reservation, any party or agency contacted by ADR to furnish the above-mentioned information.

I understand that:

- ADR obtains all driver and vehicle information directly from the various state Department of Vehicles (or corresponding agency) and does not maintain its own database of driver and vehicle information.
- ADR acts only as a courier and has no control over any of the information that a state discloses in my driver record or vehicle record.
- If there is something inaccurate on my driver or vehicle report, I must contact the DMV directly to have the information corrected or updated.

I hereby authorize procurement of driver or motor vehicle records. I agree that this authorization shall remain on file and shall serve as ongoing authorization for Occidental College to procure driver or motor vehicle records at any time during my employment or enrollment period. I acknowledge receipt of a copy of this document by my signature below.

Applicant's Signature _____ **Date:** _____

Printed Name _____ **State Licensed In:** _____

Driver's License No. _____ **Date of Birth:** _____