

STATE OF LOUISIANA
DRIVER AUTHORIZATION FORM

TO BE COMPLETED ANNUALLY, UPON CHANGE OF STATE OF ISSUANCE, CLASS OF LICENSE, AND/OR DRIVING RESTRICTION CHANGE. OR TO GO FROM UNAUTHORIZED TO AUTHORIZED STATUS.

Employee Name: _____ Campus ID Number: _____
Driver's License Number: _____ Driver Training Course (MM/DD/YY): _____
Driver's License State: _____ Immediate Supervisor: _____
Agency: NORTHWESTERN STATE UNIVERSITY Department: _____
____FACULTY ____STAFF ____GRADUATE ASSISTANT ____STUDENT WORKER ____OTHER _____

DO NOT SIGN IN THIS AREA.

AGENCY HEAD OR DESIGNEE AUTHORIZATION

By executing this document, I have reviewed the Official Driving Record and Driver Training Course dates and have confirmed the information to be current and in accordance with the ORM Loss Prevention requirements.

My signature authorizes the aforementioned employee to drive the following on state business as required (check all that apply):

_____ STATE VEHICLE _____ RENTAL VEHICLE _____ PERSONAL VEHICLE

AGENCY HEAD
(or designated individual)

DATE OF AUTHORIZATION

EMPLOYEE ACKNOWLEDGEMENT/AUTHORIZATION

This is to certify that, as a condition of and if authorized to drive my personal vehicle on state business, I have and will maintain at least the minimum liability coverage as required by LA. R.S. 32:900 (B) (2).

I understand that the use of my vehicle on state business requires prior written authorization from my supervisor or agency head.

Further, by signing this document, I agree to notify my agency in writing should any of the following change on my license: Driver's License No., State of Issuance, Class of License or Driving Restrictions.

I authorize my agency to obtain access to my Official Driving Record (ODR) as necessary to comply with the State's Loss Prevention Program, each year I am employed with the Agency.

I affirmatively acknowledge and understand that operating a state-owned, state-rented or state-leased vehicle while intoxicated as set forth in R.S. 14:98 and 14:98.1 is strictly prohibited, unauthorized, and expressly violates both the terms and conditions of my use of said vehicle, and my employer's instructions. In the event such operation results in my being convicted of, pleading nolo contendere to, or pleading guilty to, driving while intoxicated under R.S. 14:98 or 14:98.1, I acknowledge and understand that such would constitute evidence of: (1) my violating the terms and conditions of my use of said vehicle, (2) my violating the direction of my employer, and (3) my acting beyond the course and scope of my employment with the State of Louisiana. I further affirmatively acknowledge and understand that personal use of a state-owned, state-rented or state-leased vehicle is not permitted.

My signature on this document shall remain in effect until revoked by the agency or until a new form is executed.

I have received a copy of the Northwestern State University Driver Safety Policy.

EMPLOYEE SIGNATURE

DATE

ANNUAL SUPPLEMENTAL SIGNATURE PAGE

EMPLOYEE NAME: _____

DRIVERS LICENSE NUMBER/STATE _____

DEPARTMENT/AGENCY: NORTHWESTERN STATE UNIVERSITY

DO NOT SIGN IN THIS AREA.

AGENCY HEAD OR DESIGNEE STATEMENT

By executing this document, I have reviewed the following and have confirmed the information to be current and in accordance with the ORM Loss Prevention requirements:

Official Driving Record Drivers Training Course

Further, my signature allows the aforementioned employee to drive a state vehicle, rental vehicle or personal vehicle on state business.

Agency Head
(or designated individual)

Date of Authorization

Agency Head
(or designated individual)

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Date of Authorization

(DUPLICATE SUPPLEMENTAL SIGNATURE PAGE AS NEEDED)