

Portland State University (PSU) has established specific rules and guidelines to ensure the safe use of PSU Vehicles (University owned, State of Oregon Motor Pool, rented vehicles, and personal vehicles when used for University Business). In order to operate a PSU Vehicle for University Business, you are required to possess a valid USA driver's license with at least two (2) years driving experience, be at least 18 years of age (21 years of age for passenger vans), and have not been convicted of a driving offense as defined below.

Please complete this form accurately and thoroughly. The employee/student must sign, **and a department representative/supervisor must sign as approver.** E-mail any questions to [PSU Risk Management](#)

Name

Email

Department

PSU I.D.#

Driver's License #

License Expiration Date

State

Use the space below to list any driving restrictions (write "None" if not applicable):

The following types & frequency of driving offenses per ORS 811 are NOT acceptable for operators of PSU vehicles:

1. Any of the following traffic crimes within the last 24 months: driving under the influence of intoxicants; failing to perform the duties of a driver; criminal driving while suspended or revoked; fleeing or attempting to elude a police officer;
2. Felony suspension/revocation of license for any reason within the last 24 months. No employee/student is allowed to drive a University Vehicle under any circumstances with a suspended or revoked license. Driver is responsible to inform his/her department of a revocation of license;
3. Three (3) or more traffic violations in the last 12 months;
4. One (1) or more reckless driving convictions in the last 24 months
5. One (1) or more careless driving convictions in the last 24 months; or
6. Two (2) or more "at-fault" accidents in the last 24 months.

By signing this form, I certify that I have not been convicted of any of the above disqualifying violations. Additionally, I understand that falsification of information on this form or failure to provide notification of a conviction of a major traffic offense in a timely manner may result in appropriate sanctions, including loss of driving privileges.

Employee Signature

Date

Department Signature (Acknowledging Receipt)

Date