

PSU Driver Authorization Form

Portland State University (PSU) has specific rules and guidelines for 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, employees 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 12-passenger vans), and have not been convicted of driving offenses as defined below.

Please complete this form accurately and thoroughly. Both the employee and a department representative/supervisor approver must sign. E-mail any questions to: ehs-group@pdx.edu.

Name: _____ Department: _____

Email: _____ PSU ID #: _____

Driver's License State: _____ Driver's License #: _____ License Expiration Date: _____

List any driving restrictions (write "None" if not applicable): _____

The following types and 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 certifies they have completed (Checked by approver upon completion):

- PSU Safe Driving Training Online ([contact EHS](#) for training)
- PSU Utility Cart Safety Training Online (*If Applicable:* [contact EHS](#) for training)
- Reviewed PSU department specific route maps of campus with department supervisor

Employee Signature: _____ Date: _____

Department Supervisor Signature: _____ Date: _____
(Acknowledging Receipt)