

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 used for university business). In order to operate a vehicle for university business, employees are required to possess a valid US driver's license, have at least two years driver experience, be at least 18 years of age for vehicles of less than 12-passenger capacity and at least 21 years of age for high occupancy vehicles, and have not been convicted of driving offense as defined below.

Please note: Employees designated to drive a high occupancy van must also complete the **High Occupancy Van Driver Authorization Form**.

Please complete this form accurately and thoroughly. Both the employee and a department representative/supervisor approver must sign. Completed forms should be kept within the department. Email any questions to: ehs-group@pdx.edu.

Name:

Department:

PSU Email:

PSU ID #:

Driver's License State:

Driver's 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:

- 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.
- 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. Employees are responsible to inform their department of a revocation of license.
- Three (3) or more traffic violations in the last 12 months.
- One (1) or more reckless driving convictions in the last 24 months.
- One (1) or more careless driving convictions in the last 24 months.
- 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 (verified by approver upon completion):

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

Employee Signature:

Date:

Department Approver Signature:
(Acknowledging Receipt)

Date: