

PSU High Occupancy 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 high occupancy van designed to carry more than nine passengers for university business, employees must be at least 21 years of age.

Please note: Employees designated to drive a high occupancy van must complete the **PSU Driver Authorization Form** prior to completing this form.

Please complete this form accurately and thoroughly. Both the employee and a department representative/supervisor approver must sign. Submit this form to Risk Management (johansed@pdx.edu) for final approval before the employee operates any high occupancy van. Completed forms should be kept within the department. Email any questions to: ehs-group@pdx.edu.

Name:

Department:

PSU Email:

PSU ID:

Employee Type (check one):

☐ Full-time ☐ Temporary ☐ Graduate Assistant*

*other PSU students and student employees are not permitted to drive high occupancy vans

List any relevant high occupancy van driving experience:

Employee certifies they have completed (verified by approver upon completion):

- ☐ PSU Driver Authorization Form
- ☐ PSU High Occupancy Van Operator Safety Training (available in [Canvas](#))

By signing this form, I certify that the information provided above is accurate. 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:

Department Approver Signature:

Date:

Date:

Risk Management Approval

Signature:

Date: