

**PASSENGER VAN DRIVER
VALID LICENSE TO DRIVE AND DRIVING EXPERIENCE STATEMENT**

**Risk Management and Insurance
Washington State University
Pullman, WA 99164-1045
509-335-6893**

See S35.14.

In an effort to promote safe driving practices for the protection of University employees, students, and the citizens and drivers in Washington state, each passenger van driver is required to sign this statement verifying: (1) he or she possesses a valid Washington State (or out-of-state) license that is current and reflects information consistent with the applicable state licensing department records; (2) he or she has a minimum five years of experience driving motor vehicles; (3) his or her Washington State (or out-of-state) driving record is free of violations (as described below) that excludes passenger van driving assignments; and (4) he or she agrees to advise the appropriate supervisor or manager the following business day if his or her legal status to drive changes.

Passenger Van Driver Responsibilities

Anyone authorized to drive a passenger van for Washington State University is required to fill out the form below by placing a check in the box indicating her or his response to each statement, and signing and dating to verify responses in the space provided at the bottom of this form.

Criteria for Excluding a Driver from Driving Passenger Vans:	
Within the past three years, any suspension/revocation of license, negligent or reckless driving conviction, hit and run conviction, conviction for leaving the scene of an accident, conviction for failure to appear, conviction for driving under the influence of alcohol or other substance, any vehicle-related felony conviction, and/or criminal determination as "at fault" in an accident. Any of these occurrences within the past three years render a person ineligible from being a van driver. Additionally, a driver may not have more than three other moving violations of any type within the past three years.	
I have a valid Washington State (or out-of-state) license that is current and reflects information consistent with the applicable state licensing department records.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have at least five years of experience driving motor vehicles.	<input type="checkbox"/> Yes <input type="checkbox"/> No
My Department of Licensing (DOL) driver's record is free of all the excluding driving criteria listed above.	<input type="checkbox"/> Yes <input type="checkbox"/> No
As a condition of driving a University-owned or rented passenger van, I agree to inform my supervisor by the next business day if my status to legally drive changes at any time I am assigned to drive passenger vans.	<input type="checkbox"/> Agree <input type="checkbox"/> Don't Agree

DRIVER NAME (Print)	DATE
DRIVER SIGNATURE	

Manager/Supervisor Responsibilities Checklist

- 1. Complete License Check/Verification:** Visually check to ensure each person assigned or authorized by the University to drive a passenger van has in her or his possession and can present to you a valid Washington or out-of-state driver's license. A visual check will include verification that: (1) license has not expired and (2) picture matches person.
- 2. Have Employee Answer Questions Above and Sign:** After verification of a *valid* license, have potential passenger van driver answer the questions above and verify the accuracy of their responses by signing the form in the blocks above. *NOTE: A driver who marks "no" or "don't agree" in any box above is not to be considered for passenger van driver assignments. The above process and completion of this form may be repeated when the potential driver is able to verify by signature "yes" and "agree" responses to the questions above.*
- 3. Provide Education/Training:** Provide University-designated passenger van education or training prior to the initial passenger van driving assignment.
- 4. Provide Documentation:** Maintain a copy of this completed form in appropriate departmental files.

Verify completion of Items 1-4

SUPERVISOR SIGNATURE	DATE
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