



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
DISTRICT DRIVER APPROVAL**

Instructions: This form is to request approval to drive motor vehicles (including utility/golf carts & low-speed vehicles) for District-sponsored activities. Submit form to the college Facilities, Maintenance & Operations (FMO) Office least 14 days prior to the date of vehicle use to allow sufficient time for processing. Refer to BP/AR-3207 for detailed information.

- 1) Per AR-3207, District Preferred Drivers shall be enrolled in the Employer Pull Notice (EPN) program.
- 2) Per AR-3207, Alternate Drivers (students, volunteers) must obtain a current Driver Record and attach to this form. Driver Record may be obtained online and are valid for 30 days from print date. Visit <https://www.dmv.ca.gov/>.
- 3) Submit form to area Administrator/Manager for signature of approval.
- 4) Submit approved form to college FMO Office for processing. FMO will notify the applicant if approved as a District Driver.

Note – For insurance purposes, anyone under the age of 18 will not be approved to drive District vehicles.

DRIVER INFORMATION (The following individual requests approval to drive District vehicles.)					
Driver is <i>(Check One)</i>	<input type="checkbox"/> Employee, ID# _____ <input type="checkbox"/> Student, ID# _____ Currently enrolled in _____ units at SOCCCD. <input type="checkbox"/> Volunteer, Board approved date: ____/____/____	Site <i>(Check One)</i>	<input type="checkbox"/> ATEP <input type="checkbox"/> District <input type="checkbox"/> IVC <input type="checkbox"/> SC		
		Division / Department			
Driver's Legal Name			Date of Birth		
Driver's License Number	Expiration Date			Phone number	
Current Address			E-mail		
STATEMENT OF INTENT, EPN AUTHORIZATION, AND APPROVAL SIGNATURES					
<p>All drivers must adhere to state law and District policy (Refer to BP-3207/AR-3207). The use of District vehicles is restricted to District sponsored activities, by District-authorized drivers. All District Drivers must have a valid driver's license on file with College FMO. In addition, students must be enrolled in the current session and volunteers must be approved by the Board of Trustees to be eligible to drive. The District may enroll drivers in the Employer Pull Notice (EPN) Program or request the driver supply a current DMV Driving Record to determine eligibility to drive District vehicles. Enrollment in the EPN Program allows the District to receive a driver record report at least once every 12 months or when any subsequent conviction, accident, driver's license suspension, revocation, or any other action is taken against an employee's driving privilege during his/her employment. Employee understands that enrollment in the EPN program is in an effort to promote driver safety, and that the employee's driver license report will be released to his/her employer to determine his/her eligibility as a licensed driver for employment. Approved drivers must review and understand District policies and guidelines related to drivers and vehicles prior to use of District vehicles and shall complete safety training.</p>					
Driver's Signature				Date	
Administrator/Manager <i>(Name & Title)</i>				Ext.	
Administrator/Manager Signature				Date	
FOR FMO OFFICE USE ONLY					
Above-listed person is <input type="checkbox"/> or is not <input type="checkbox"/> authorized to drive a District vehicle. Completed safety training <input type="checkbox"/> no <input type="checkbox"/> yes , on _____ Comments:					
College Director of Facilities or designee (Signature)				Date	

FMO Office will process request and retain original form. A copy of the completed form will be sent to the above listed college administrator and to District Risk Management riskmanagement@socccd.edu.