

## MU CAMPUS FACILITIES DRIVER NOTIFICATION AND VERIFICATION FORM

The undersigned individual hereby requests the use of a University-owned and licensed vehicle for the conduct of official University business, or intends to drive his/her personal vehicle on official University business. The undersigned hereby acknowledges the following:

1. The undersigned has a current valid driver's license issued in the State of Missouri, or the following State or Country: \_\_\_\_\_.<sup>1</sup> Driver's License Number (last 4 digits) \_\_\_\_\_  
Verified by: \_\_\_\_\_
2. Any individual who drives a vehicle on official University business shall be presumed to hold a valid Driver's License for the type of vehicle being operated. An individual who drives a vehicle on official University business without a valid driver's license may be ineligible for defense or protection by the University against any claims, causes of action, liabilities or damages arising from or occurring as a result of the operation of a vehicle on official University business without a valid driver's license.
3. Pursuant to HR Policy 504, employees of the University must notify their supervisor within five (5) days of a conviction or guilty plea to a criminal violation; this includes criminal violations while driving. Failure to report a conviction or guilty plea is grounds for discipline up to and including termination of employment. **In addition, employees who drive a vehicle on official University business must notify their supervisor within a reasonable period of time (next business day) if their driving privileges are suspended or revoked.** At no time shall employees drive on official University business if their license has been suspended or revoked. See [HR Policy 504](#).
4. All individuals driving a vehicle on official University business shall read and be familiar with the requirements and provisions of [MU Business Policy and Procedure Manual Section 6:080](#). These provisions include but are not limited to the following:
  - ✓ Drivers of vehicles on official University business are responsible for complying with all applicable traffic laws, rules, regulations and ordinances.
  - ✓ The University is not responsible for traffic violations by drivers on official University business.
  - ✓ While on official University business, all drivers and passengers shall wear seat belts when traveling in any vehicle.
  - ✓ While on official University business, drivers must comply with applicable laws of jurisdictions which prohibit or restrict the use of cellular telephones or other wireless devices while driving. In all jurisdictions, due to the risk associated with use of such devices while driving, such use is strongly discouraged by the University. If it is necessary to use a cellular telephone or other wireless device while driving on official University business, the vehicle should be pulled off the road safely and stopped while the phone or device is in use.
  - ✓ Drivers shall not operate any vehicle on official University business while under the influence of alcohol, illegal drugs or any other substance that impairs their ability to drive.
5. Passengers in University-owned vehicles are limited to employees, students or guests of the University traveling on official University business.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

<sup>1</sup>An International Driver's License is not recognized as valid in the State of Missouri. A driver's license from a country other than the United States may not be recognized as valid in the State of Missouri.