

**CENTRAL OREGON COMMUNITY COLLEGE
APPROVAL TO DRIVE VEHICLES**

As required for our insurance on College vehicles, as well as rental vehicles, Campus Services must check the driving records of any staff member, student, or outside person who be using one of COCC's cars or vans or renting a vehicle for College business.

Vehicle records take approximately 10 days to receive from DMV. Please allow ample time for the record to be received. Anyone who has an immediate driving requirement must also fill out the Temporary Approval addendum at the bottom of this form.

Those without an Oregon license who are considered a permanent resident will also need to request temporary approval and will be asked to obtain an in-state license within 10 working days from the date of signature. Failure to meet this requirement will forfeit the person's application for approval.

Those individuals who are approved to drive will be notified and only those persons will be permitted to pick up keys to the vehicles.

Please use the form below to supply Campus Services with the information necessary for obtaining approval to drive:

NAME _____
(LAST) (FIRST) (MIDDLE)

DATE OF BIRTH _____ ODL # _____ DEPARTMENT _____

CHECK APPROPRIATE BOX:
STAFF _____ STUDENT _____ (IF STUDENT) REQUESTING FACULTY _____ OUTSIDE PERSON _____

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TEMPORARY APPROVAL

I _____, hereby declare that I have had _____ vehicle/motorcycle violations, citations or warnings in the past consecutive three years. This (these) citations/violations or warnings are: _____.

I plan to drive a College (or rental) vehicle to _____ on the date of _____ for the _____ department.

I understand that if I am a permanent resident and do not have an in-state license, an Oregon driver's license must be obtained within 10 working days of date of signature.

Signature _____ Date _____

Approval signature _____ Date _____
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FOR OFFICE USE ONLY:
FIRE SAFETY TEST PASSED _____ 15-PASSENGER ADVISORY SIGNED _____ SENT TO DMV FOR PROCESSING _____