

Lewis & Clark College
Application for Driving Privileges

(Return to Facilities Services, Box 76)

Sponsoring Department Information:

Dept. Name: _____ Ext.: _____ Box: _____

Applicant Information: All applicants should review the Driver Evaluation form on the reverse side of this application.

(check one)

☐ Faculty or Staff ☐ Student ☐ Temporary Employee

Full Name: _____

Date of Birth: _____ L&C Mailbox #: _____

Phone: _____ E-Mail: _____

Drivers License No.: _____ State: _____

Student & Temps Only – your supervisor must complete the following:

Supervisor's Name: _____

Box No.: _____ Extension: _____

Signature: _____

Terms of Clearance: Driving a Lewis & Clark vehicle is a privilege, and requires your acceptance of special responsibilities. Please read the following carefully and sign below:

In requesting driver status, I agree to follow all College and state regulations, to keep my drivers license current at all times and to report all accidents and motor violations that occur while I am driving a Lewis & Clark vehicle. If I am designated driver of a Motor Pool van, I also accept the additional responsibilities as stated in the Van and Motor Pool Policy of Lewis & Clark College. ***I understand that this clearance to drive College vehicles does not authorize driving of vehicles requiring a C.D.L. that are either owned, leased, or rented at College expense.***

Applicant Signature

Date

DMV Records Evaluation Form

(To be filled out by Facilities Services)

Applicants:
This side for information only,
DO NOT COMPLETE

Instructions:

1. This is a primary step, but not the only step (driving tests, completion of training, medical, prior employment check, etc.) in the initial evaluation of a prospective driver.
2. Use point evaluations on all driver applicants.
3. If the prospective driver has an evaluation score of 6 or more points, driving privileges will be denied.

	Points*
A. Age – Under 25	2
B. Number of Accidents (within last 5 years)	
1 or 2	2 each
3 and over	3 each
C. Major Moving Violations (within last 5 years)	
DUI	6 each
Reckless Driving	6 each
Racing or excessive speed	6 each
Hit and run	6 each
License suspension or revocation	6 each
Other citation considered “major violation” by Vehicle Code	6 each
D. Other Moving Violations (within last 5 years)	
1 or 2	1 each
3 and over	2 each

Total:

*Point values are increased by a factor of 1.5 for licensed commercial drivers.

This form is based on the College Liability Insurance Company, Ltd. Driver Evaluation Form.