IMPORTANT NOTICE!

For All Drivers and Prospective Drivers of Lewis & Clark Vehicles

Beginning in November 2008 the manner in which driver's training is given will change. Instead of thrice monthly training sessions prospective and renewing drivers will train online with the AlertDriving interactive training system at a time of their own choosing.

The process:

1. Fill out and submit driver application and disclosure forms (**no change from the present system**).
2. The Risk Management Office will order and review your state DMV transcript (**no change from the present system**).
3. Applicants whose records are within the parameters of the CLIC point matrix system will have their contact information sent to AlertDriving, Inc. **(NEW)**.
4. AlertDriving, Inc. will contact the applicants by email giving them the website address as well as a user name and password **(NEW).**
5. Applicants will log in to the system at any time of their own choosing (the system is available 24 hours a day, seven days a week) **(NEW).**
6. Applicants will undergo an interactive evaluation of their driving skills and have an individually tailored training regime assigned to them. Upon completion of each module of the training their will be a multiple choice test. Passing grade is 80%. There will also be a review of Lewis & Clark vehicle policies and a quiz. The passing grade for the policy quiz is 100%. Failed tests may be retaken until a passing grade is achieved **(NEW).**
7. Expect, on average, each module to take 20 minutes to complete.
8. AlertDriving will email the Risk Management office of successful completion and the applicants will be cleared to drive Lewis & Clark vehicles (**no change from the present system**).

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

(Prepared by Facilities Services February 2009)

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.

Disclosure and Release Form

In connection with my application for clearance to drive Lewis & Clark College vehicles, I understand that motor vehicle reports, which may contain public and private record information, may be requested from American Driving Records, Inc. (ADR). These reports may include but are not limited to the following types of information: name, address, social security number, date of birth, driver license or I.D. number, and driving record. I also understand that the information included in such reports will be taken into consideration in deciding whether I will be granted the privilege of driving Lewis & Clark College vehicles. In the event that the driving of Lewis & Clark College vehicles is a condition of employment I understand that information included in such reports will be taken into consideration in deciding whether to offer me employment. **I authorize, without reservation, any party or agency contacted by ADR to furnish the above-mentioned information.**

I understand that:

- ADR obtains all driver and vehicle information directly from the various state Department of Motor Vehicles (or corresponding agency) and does not maintain it's own database of driver and vehicle information.
- ADR acts only as a courier and has no control over any of the information that a state discloses in my driver record or vehicle record.
- If there is something inaccurate on my driver or vehicle report, I must contact the DMV directly to have the information corrected or updated.

I hereby authorize procurement of motor vehicle records. If employed in a position at Lewis & Clark College in which operation of a Lewis & Clark College vehicle is a condition of employment, this authorization shall remain on file and shall serve as ongoing authorization from you to procure motor vehicle records at any time during the term of said employment.

I understand that clearance to drive College vehicles does not authorize driving vehicles requiring a C.D.L. that are either owned, leased, or rented at College expense.

State licensed in: _____

Printed Name: _____

Driver's License No: _____

Date of Birth: _____

Applicant Signature: _____ Date: _____