



COMPLETE AND RETURN SIGNED FORM TO:

NJIT OFFICE OF RISK MANAGEMENT
OFFICE TELEPHONE: 973-596-3129
Riskmanagement@njit.edu

**NEW JERSEY INSTITUTE OF TECHNOLOGY
APPLICATION TO QUALIFY AS A DRIVER OF NJIT
OWNED, LEASED OR RENTED VEHICLES**

***Individuals with licenses in the States of CA, GA, NH and PA must obtain a motor vehicle report from their respective Motor Vehicle Agency and submit to NJIT's Director of Risk Management.**

SECTION I – to be completed by Department/Program Director (not by driver)

It is anticipated that the following individual will have need to use a NJIT vehicle on University business or for University-sponsored activity at some time in the future.

Application is hereby made to pre-approve this individual as qualified to operate a NJIT owned, leased or rented vehicle.

Signature

Date

Department/Program

SECTION II – to be completed by proposed driver

Driver's Name: _____

Driver's Address: _____

NJIT UCID# : _____

Driver's Telephone #: (Home) _____ (NJIT) _____

Driver's License #: _____ State Issued _____

Driver's Date of Birth: _____

Affiliation to NJIT (faculty, staff, student): _____

Van Orientation (required to drive a van) is requested is not requested

Golf Cart Orientation is requested is not requested

SECTION III – to be signed by proposed driver

I hereby authorize New Jersey Institute of Technology to periodically request and review information concerning the status of my driver's license and driving history from any governmental agency or other source using my social security number contained within NJIT's system. **I also certify that I meet all the requirements for driving a NJIT vehicle shown on page 2.**

Proposed Driver's Signature

Date

NJIT DRIVER QUALIFICATIONS

Approval as a driver of a University vehicle will require:

- Minimum age of 19 (note some rental agencies require older drivers).
- A valid United States, Canadian or International driver's license. If a vehicle accommodating more than 15 passengers is to be driven, the employee/student driver must possess a valid New Jersey Chauffeur's license.
- Minimum of two year of driving experience.
- Students must have a class standing of sophomore or above.
- No serious moving traffic violations (normally, up to three (3) points for minor violations will be allowed) within the prior three (3) year period.
- No record of convictions for driving under the influence of alcohol or controlled substance or for reckless driving.
- Written authorization by the Department Chairperson or Director.
- Written authorization by proposed driver allowing the university to check on the driving record.
- Completion of the University-sponsored Van Driving Program if the vehicle being requested is a van.

Note: If you have had a vehicular accident resulting in damage in excess of \$500 (bodily injury or property damage) please list the incident below:

Description of Incident	Date of Incident	Dollar Amount Of Damage

Drivers will need to be approved on an annual basis updating on the start of fiscal year (July). After receiving approval, if there any new violations, the driver will need to resubmit this form.