



BATES COLLEGE DRIVER APPLICATION

Must be returned to security 5 days before scheduled class.

Date: _____

Applicant Name: _____

Faculty, Staff, Student: _____

Date of Birth: _____

Bates ID # _____ Social Security # _____

Home Address: _____ City: _____ State & Zip: _____

Drivers License State: _____ # _____ Original Date Issued: _____ / _____ / _____

Has your driver's license ever been suspended? Yes No

Has your driver's license ever been revoked? Yes No

Have you ever been refused a driver's license? Yes No

If YES to any of the above, please explain (including where and when): _____

Number of tickets or citations for moving violations in the last three (3) years: _____

Explain the nature of the violation(s) including where and when: _____

In the past three (3) years have you been convicted of the following (check if yes):

Reckless driving, or driving to endanger? Yes No

Failure to stop at the scene of an accident in which you were involved? Yes No

Driving while under the influence? Yes No

If YES to any of these questions, explain (including where and when): _____

APPLICATION CONTINUES ON REVERSE

Have you successfully completed a Defensive Driver Training Course? ____ Yes ____ No

If YES, please give the date and location and describe the course: _____

Have you ever been denied permission to drive a vehicle previously? ____ Yes ____ No

If YES, please describe: _____

By Signing this application, I hereby certify that the information provided above and as may be attached is true. If employed, I understand I will require to abide by all terms and conditions, rules and regulations as may be imposed by the College pertaining to the operation of vehicles, whether in writing or verbally, including the Bates College Motor Vehicle use Policy. I understand that omitting information or providing false information to any question may result in terminations of my right to drive College Vehicles.

Signature: _____ Date: _____

READ AND SIGN THE ATTACHED FORM ON THIS APPLICATION

PLEASE ATTACH A YOUR MOTOR VEHICLE RECORD AND A COPY OF YOUR LICENSE TO THIS APPLICATION BEFORE SUBMISSION.

MUST BE TURNED INTO SECURITY 5 DAYS BEFORE THE SCHEDULED CLASS.

FOR OFFICE USE ONLY:

Reviewed By: _____ **Date:** _____

Permission to Drive: ____ Approved ____ Denied **Reason for Denial:** _____

Driver Safety Program: ____ Yes ____ No **Date** ____/____/____

MVR Attached: ____ Yes ____ No

International Driver's License: ____ Yes ____ No **Date U.S. License Needed:** ____/____/____

Defensive Driving Course: ____ Yes ____ No **Date** ____/____/____

AGREEMENT TO TERMS, CONDITIONS, RULES AND REGULATION

You agree to obey the following rules and regulations, terms and conditions for driving on College business in addition to the terms, conditions, rules and regulations continued in the current Bates College Motor Vehicle Use Policy;

1. Drivers must abide by and enforce all rules and regulations, terms and conditions outlined in the Bates College Motor Vehicle Use Policy and must know and obey all applicable campus, local, state and federal traffic laws, regulations and ordinances.
2. The driver is responsible for the proper use and operation of the Bates College motor vehicle, including, but not limited to, the use of safe driving techniques, principals and practices at all times.
3. Drivers may not allow other passengers to operate the vehicle unless the passenger is listed as an alternate driver on the Authorization to Driver form or is on the List of Approved Drivers maintained by the Department of Safety and Security. Only those individuals affiliated with the College (i.e. faculty, staff, students, invited guests or approves outside conference attendees) are to be transported in Bates College motor vehicles.
4. Drivers are responsible for notifying the Department of Safety and Security immediately of any change in the driver's license status in any state or country. Any driver of college vehicles who has their right to operate suspended or revoked may not drive a College vehicle under any circumstances until their right to operate is reinstated. Drivers are personally responsible for traffic and parking violations. Drivers must immediately inform the Department of Safety and Security of violations received while using a Bates College motor vehicle. A yearly updated Motor Vehicle Record must be submitted to Security.
5. Drivers are responsible for immediately notifying local police in the city or town where an accident occurs and then notifying the College's Communications Center at 207-786-6254.
6. No hazardous cargo is permitted in the Bates College motor vehicles. Alcoholic beverages and/or illegal drugs may not be transported or consumed in College vehicles.
7. Drivers may not operate a College vehicle under the influence of alcohol or illegal drugs or while using a prescription medication that has any warnings or any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy machinery.
8. Before leaving the parking area or garage, drivers must do a "walk around" inspection of the vehicle and report and existing damage to the Communications Center or rental agency. Drivers must confirm that the following parts and components are in good working order: service brakes, parking brakes, steering mechanism, horn, windshield, wipers/washers; rear-vision mirrors, lights/reflector devices and tires/wheels.
9. Drivers are not authorized to operate a vehicle with anything on top of the vehicle or with anything protruding from a window or door, to push or tow any other vehicle or trailer or to move equipment or property without written approval from the Director of the Physical Plant. Exceptions will be granted on a case-by-case basis to accommodate academic, athletic, and outdoor leadership center activities.
10. Drivers must turn the College vehicle off, remove the keys and lock the vehicle when it is left unattended.
11. Children under twelve (12) years old are not allowed as passengers in Bates College motor vehicles unless approved in writing by the Director of Safety and Security.
12. Smoking is not permitted in any Bates College motor vehicle.
13. Animals, with the exception of trained service animals, are not allowed in College vehicles.
14. Drivers are responsible for returning vehicles in a clean condition. Vehicles that are left dirty will be cleaned and the department that last used the vehicle will be charged.
15. Drivers are expected to clear the vehicle of snow and ice prior to operating. The Department of Safety and Security does not warm up the vehicles or clean them off. Drivers are also expected to plan enough time into their pre-trip schedule to allow for the inspection of the vehicle.
16. Drivers must return the vehicles to the appropriate parking lot or rental agency. Following a trip with a fleet vehicle, drivers must submit a completed College Vehicle Trip Report and the keys to the Security Dispatch office.

By signing this form you agree to comply with the vehicle operation guidelines as outlined in the Bates College Motor Vehicle Use Policy. You are also acknowledging that you have read the Bates College Motor Vehicle use Policy and understand the rules, regulations and guidelines. Please sign below.

Signature: _____ Date: ____/____/____