



Driver Qualification and Certification Form

This form is intended to assist the department in assuring that employees have a satisfactory record. This form should be completed annually and maintained in the personnel file.

REQUIREMENTS:

1. I have a current, valid, U.S. driver's license which is not suspended, revoked, expired, canceled or surrendered.
2. I have not had three (3) or more convictions for moving violations within the past 36 months.
3. I have not been convicted of operating a vehicle while under the influence of alcohol or drugs, leaving the scene of an accident, failure to report an accident, driving with suspended or revoked license or reckless driving within the past 36 months.
4. I have never been convicted of receiving a vehicle unlawfully, possessing a stolen vehicle, using a vehicle in a crime, or in connection with an unlawful act.

CHECK ONE:

- ☐ I certify that **I do meet** the above requirements.
- ☐ I certify that **I do not meet** the above requirements.

I understand the College of Creative Studies regards the facts to which I am certifying as material in its decision to permit me to drive its vehicles or on the Institution's business and relying upon the accuracy and truthfulness of this certification.

I agree to immediately notify my supervisor and HR should my driving record change and no longer meet the requirements.

I authorize College for Creative Studies to verify my driving record with any appropriate authority either now or in the future and I authorize any government motor vehicle department to release my records at the request of CCS or its designee.

I am aware that providing false or misleading information may be grounds for disciplinary action.

PRINT

Employee Name (as appears on License) _____

Driver's License # _____

State _____ Expiration Date _____

Complete Address _____

Department _____ Date _____

Signature: _____