

MOTOR VEHICLE RECORDS AUTHORIZATION

I, _____, as the operator or potential operator of a University vehicle, owned, rented, or leased by **ROBERT MORRIS UNIVERSITY** (“University”), agree to drive carefully at all times, to obey traffic laws and to observe all legal speed limits.

I understand that personal use of a University vehicle will be limited to permission to drive between RMU and my residence only; that stopping or deviating between the work site and residence, unless for a business purpose, will revoke all permission to drive the vehicle regardless of how short such a stop may be or how trivial the deviation from a usual and customary requirement.

I further understand the permission to use a University vehicle is revoked at any time by the consumption of alcoholic beverages or any substance that may cause impairment, regardless of whether under the influence of alcohol or not, and regardless of whether the use of the vehicle is for business or personal purposes.

Any unauthorized use of any vehicle may cause immediate termination.

I understand if I receive a traffic violation or a parking ticket, I must pay it as soon as possible. All traffic violations and parking tickets should be reported to Business Operations as soon as possible. Under no circumstances are traffic or parking fines to be charged to the University.

I understand that this vehicle is only to be driven by an employee of the University and at no times are hitchhikers to be allowed to ride.

The University has the continuing right and authority to check my motor vehicle records on file with the State or other resource, including, without limitation, driving record, and prior driving information, either directly or through an outside firm.

Please include information for multiple licenses:

License #1	Expiration Date	State
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License #2	Expiration Date	State
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Date of Birth	Employee Last Four Digits of Social Security
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Department

Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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05/13/2016