

**UNIVERSITY OF PRINCE EDWARD ISLAND  
Driver's Approval Form**

**Check one**

- Regular & Frequent Driver (**Employees who drive on a regular basis all year**)
- Student & Casual Driver (**Employees who drive occasionally, or students who drive for 2-3 months of the year.**)

All university staff who drive university owned motor vehicles are required to provide the following information. Upon completion, return this form to your department head or chairperson or vehicle coordinator for authorization. Only employees of the University, its agents or students are permitted to drive University owned vehicles. Drivers of 15 passenger vans must also complete a separate form: *Application for Approval to drive a 15 passenger van.*

Part 1

1]	Name	_____		
2]	Date of Employment	_____	University ID#	_____
3]	Department	_____		
4]	Home Address:	_____		
5]	License Number & Classification	_____		
	<b>(attach copy of license)</b>			
6]	Date of Birth	_____		
7]	Number of Years License Held:	_____		
8]	Have you had any accidents, and/or convictions in the past five years?	Yes	No	
	(If yes give details, if space insufficient use an attachment):		(circle one)	
	<u>                    </u> Date	<u>                    </u> Particulars	_____	
	_____			
	_____			
9]	University Vehicles to be Driven -			
	Truck/ Auto / Van* - 7 passenger	12 passenger	*15 passenger	(Circle)
	_____			
	Make, model and licence #	_____		

**\*NOTE: Fifteen (15) passenger vans require class 4 license & completion of a separate approval form.**

**Five (5) or more years of driving experience required to drive passenger vans.**

**Confidentiality: The information provided herein is confidential. It is solely for the purpose of controlling the use and operation of University vehicles and shall not be used for any other purpose.**

## Drivers Approval Form

### Driver Certification

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I hereby certify that:

1. I have read and agree to abide by the UPEI policy on 'University Owned or Leased Vehicles- Safety & Risk Management Policy'.
2. I authorize the University of Prince Edward Island's Comptroller's Office to obtain a copy of my driver's record from the Motor Vehicle Branch PEI Department of Highways.
3. The information provided herein is a full and accurate disclosure of my drivers record.

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Date

Signature

### Authorization

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Department Head or Designate:

Application Approved

Application Rejected

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Name

Signature

Date

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Comptroller's Office

Application Approved

Application Rejected

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Name

Signature

Date

**UNIVERSITY OF PRINCE EDWARD ISLAND**  
**Application for approval to drive a 15 passenger van**

The operation of a 15 passenger van requires experience and training specific to the operation of this type of vehicle. Specific issues have been identified concerning the safe operation of 15 passenger vans, including stability of the vehicle, handling , changes in the centre of gravity, and increased risk of skids and rollovers. Minimum requirements for approval to drive a 15 passenger van is a class 4 license, at least 5 years driving experience, and previous experience or training in the operation of a 15 passenger van or large commercial passenger vehicles.

**Please complete the following:**

Name: \_\_\_\_\_ Department \_\_\_\_\_

(1) I have the following experience and training in the operation of a 15 passenger van or large commercial passenger vehicle: (Describe)

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2) I am aware to the safety concerns specific to the operation of 15 passenger vans. \_\_\_\_\_  
(initial)

3) I agree to strictly abide by and enforce among all passengers the '*UPEI University Owned or Leased Vehicles- Safety & Risk Management Policy*', including the wearing of seatbelts by all persons in the van. \_\_\_\_\_ (initial)

I attest the above information is complete and accurate

\_\_\_\_\_  
Applicant's signature

Recommended by: \_\_\_\_\_  
Vehicle Coordinator (Biology)

Approved by: \_\_\_\_\_  
Comptroller