

# REQUEST FOR USE OF FLEET VEHICLE

Department		Date of request	
Requesting individual		Phone	e-mail
Department Head/ Supervisor		Phone	e-mail
Purpose			
Account(s) to be charged			
Vehicle pick up Date		Vehicle return Date	
Vehicle pick up Time		Vehicle return Time	
Emergency Contact List		Required Attachments Driving Record Certification	When all forms completed Click on Submit
Additional Comments			

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**This Section for use by Environmental Health and Safety**

Use of TAMIU Vehicle Authorized	Yes No	Reason not Authorized
Comments		

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Authorized/Not Authorized by	Adrian Dominguez, Safety Risk Manager Jessica Perez, Environmental Health and Safety Coordinator Edward LeRoy Trevino, Safety Specialist Other
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Any additional information can be submitted to EH&S via e-mail. EH&S 326-2194

## EMERGENCY CONTACT INFORMATION



# DRIVING RECORD CERTIFICATION

DEPARTMENT

DATE OF TRIP;

As a state entity, The Texas A&M University System has an obligation and responsibility to ensure employees using automobiles for state business are appropriately licensed and safe drivers. All employees who drive vehicles on state business, from those who operate vehicles daily to those who rarely or never drive a vehicle, also share in this responsibility.

Under System Regulation 33.99.14, every employee is responsible for notifying their supervisor of any criminal arrests, criminal charges or criminal convictions.

This includes the driving related offenses such as the following:

- Driving under the influence
- Negligent homicide arising out of the use of a motor vehicle
- Aggravated assault with a motor vehicle
- Operating a motor vehicle during a period of suspension or revocation of an operator's license
- Using a motor vehicle for the commission of a felony
- Operating a motor vehicle without the owner's authorization
- Permitting an unlicensed person to drive
- Reckless driving
- Speeding contest
- Hit and run (bodily injury and physical damage) driving

If an employee is arrested, charged or convicted regarding any of these offenses, Regulation 33.99.14, requires the employee to notify their direct supervisor and a review of the offense be completed and resultant disciplinary actions taken if warranted. Failure to report one of these instances to a direct supervisor can be grounds for termination.

In addition, if as part of a person's employment, an employee is required to drive on System business, employees are expected to notify their direct supervisor in any instance when their driver's license is suspended or revoked. Employers may elect to periodically verify employees are still authorized to operate a motor vehicle by verifying the individual is still a licensed driver.

By checking the box next to my name I certify that I have not received any driving related charges as listed above during the previous year preceding this travel date:

NAME

DL EXPIRATION DATE

TAMU VAN TRAINING DATE