

# John Carroll University Van Fleet Policies & Procedures

## Driver Certification Request Form

Please complete the form below and return to the Office of Student Activities, Suite 201 in the Lombardo Student Center, along with a copy of your valid driver's license, motor vehicle report (MVR), and \$10 cash or check to continue the certification process. **This form will not be processed without a valid driver's license, MVR, and \$10 fee.**

### Personal Information

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

School Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Anticipated Graduation Year: \_\_\_\_\_ Date of Birth (mm/dd/yy): \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Exp.: \_\_\_\_\_

Please circle if you are a:      Resident Assistant      Grad. Assistant (Dept: \_\_\_\_\_)  
Employee of the Center for Service & Social Action

### Motor Vehicle Accidents & Driving Violations

*Please list any driving violations and describe any accidents in which you were involved as a driver in the last three (3) years. If none, please indicate by stating "None."*

Date	Description of Accident/Offense/Violation	Injuries/Fine/Penalty
------	---	-----------------------

**Organizations, departments, offices, or groups that reserve and operate any van that is involved in an accident or is damaged in any way will be held liable and may be subject to paying a \$1,000 deductible through a process conducted by the Risk Management Office and the JCU judicial system.**

### Statement of Certification and Commitment

I certify that all pending violations or citations are included and that the above is true and accurate to the best of my knowledge. I have also read and understand the Van Fleet Policies and Procedures and commit to upholding a high standard of conduct and safety while driving university-owned vehicles.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*