

Departmental Authorization Form for University Operators Transportation Services

SPEED TYPE# _____

Department/Affiliated Group Name _____ *(Only one account per form)*

We offer two driving courses that may or may not be required for an authorized driver, depending upon the circumstances:

Defensive Driving Course (DDC): Anyone 25 or younger who drives a University vehicle or anyone who drives a University vehicle as part of his or her job is required to take the Defensive Driving Course. This four-hour course is offered twice a week at no charge. Please call 303-492-7152 to register.

15 Passenger Van Evaluation: Anyone (regardless of age) who drives a 15-passenger van is required to take this 3 hour, individual course. Please contact 303-492-7152 to register or for more information.

For Fuel Card System access, please complete one line of this form for each driver.

Driver Name	DOB	Driver License Number & State	Exp. Date	Email Address	Campus Box #	Employee ID	OK to Request*	OK to Drive

*** This individual is authorized to charge lease vehicles to the indicated speed type.**

I, as the Department head or authorized person for the account listed above, acknowledge departmental responsibility for the university assets, including vehicle rentals, mileage, abuse, non-normal wear and tear or insurance deductible charges. The individuals listed above are employees or volunteers for the listed account, pursuant to the Colorado Governmental Immunity Act.

Approved _____ Date _____
(Signature of Department Head or Responsible Person)

