

Departmental Authorization Form for University Operators
Transportation Services

SPEED TYPE# _____

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

University Operators must be CU employees. Before submitting this form, make sure your employees have been entered into HCM.

Defensive Driving Course (DDC): Anyone who drives a University vehicle is required to take the Defensive Driving Course (exception for renters). This course is offered online through Skill Soft at no charge and you must attach DDC certificates for each driver to this form when submitting. Please call 303-492-7152 with questions. DDC is not required for those renting vehicles.

15 Passenger Van Evaluation: Anyone who drives a 15-passenger van is required to take the online course through SkillSoft and pass a one hour road test (exception for renters). A 2 hour on road training class is recommended, in addition, and available upon request. Please contact 303-492-7152 to register, or for more information.

This form also grants Fuel Card System access for University vehicles. If fuel access is not desired please note that.

Driver Name	DOB	Driver License Number & State	Exp. Date	Email Address	Campus Box #	DDC Certificate attached? (Y/N) (DDC is required for all drivers)	15 Passenger Van online course Taken? (Y/N/na)	15 Passenger Van one hour road test passed? (Y/N/na)	Employee ID (required)

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.

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