

**A CLEAR COPY OF YOUR DRIVER'S LICENSE MUST ACCOMPANY THIS FORM**

Driver's License Check Authorization Form

Department \_\_\_\_\_

Date \_\_\_\_\_

**I hereby authorize Metro-Data Inc., to order a motor vehicle report. I further authorize Metro-Data, Inc. to share the information from the report with Niagara University. I understand that the purpose of the report is to determine my eligibility for authorization to drive a University owned vehicle or any privately owned vehicle for University business. I understand that there could be a yearly review of my check.**

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

**Print Name:** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Graduation Year** \_\_\_\_\_

**Student will be required to complete an online Driver's Safety Course . Course directions will be sent to student by email and cannot be an approved driver until course is completed.**

**Is student driving an NU or privately owned vehicle? Please check one.**

NU \_\_\_\_\_

Privately Owned \_\_\_\_\_

**If driving a privately owned vehicle student must submit insurance card that coincides with vehicle they will be driving.**

**If Volunteer or Contractor License is being checked, please check here:** \_\_\_\_\_

**Submit Form to :** **Christina Templin**  
**Risk Control Manager**  
**[ct@niagara.edu](mailto:ct@niagara.edu)**

→ To properly process this document, please complete BOTH SIDES of this document.

**Club/Organization Driver's Authorization Form**

This form is to be signed and submitted to the university administrator for club sports before driving any vehicle for a club activity. To ensure the health, safety and wellbeing of all students while traveling the following criteria must be adhered to:

1. Driver must check to ensure that vehicle that is being driven has insurance that covers vehicle and passengers.
2. Vehicle being used must have valid registration and inspection stickers clearly displayed.
3. The number of passengers will not exceed the vehicles recommended limit.
4. Driver and passengers will not use or purchase any alcoholic beverages during the course of a trip.
5. Student drivers must disclose any behavioral issues preventing them from driving for the university.
6. Drivers of vehicles must possess a valid driver's license with a good driving record. Drivers must complete a "Driver's License Check Authorization Form" and submit form to the university's Business Service Office. The Business Services office will verify the status of the driver's licenses and records through the New York State Department of Motor Vehicles.
7. Driver will apply the following SAFE DRIVING PRACTICES:
  - A. adhere to the posted speed limits
  - B. Student drivers are allowed to drive a maximum of 4 continuous hours followed by a minimum of 2-hour break.
  - C. No driver shall be permitted to drive more than 250 miles in a 12 hour period. There shall be a separate authorized driver for every 250 miles driven in a 12- hour period.
  - D. Adjust to lower speeds than posted during conditions of rain, snow, fog, or other conditions that affect visibility, stopping distance, or general safe handling of the vehicle.
  - E. Adhere to all weather and travel advisory that are posted by local authorities.
  - F. Will not use cell phone or other electronic devices while driving.
  - G. Will not use any medicine (including prescription drugs), that warns of drowsiness or similar effects.
  - H. No cargo or equipment shall be permitted to be carried or stored upon the roof of any vehicle.

I, hereby state that I understand the role and responsibilities of a student driver for a club activity and have read and understand the policies and procedures outlined in this document.

Name of Driver & Student ID # (PRINT) \_\_\_\_\_ Date: \_\_\_\_\_