



COMPLETE AND RETURN SIGNED FORM TO:

NJIT OFFICE OF RISK MANAGEMENT  
550 FENSTER HALL  
OFFICE TELEPHONE: 973-596-3129

**NEW JERSEY INSTITUTE OF TECHNOLOGY  
APPLICATION TO QUALIFY AS A DRIVER  
OF NJIT OWNED OR LEASED VEHICLES**

**SECTION I – to be completed by Department/Program Director (not by driver)**

It is anticipated that the following individual will have need to use an NJIT vehicle on University business or for University-sponsored activity at some time in the future.

Application is hereby made to pre-approve this individual as qualified to operate an NJIT owned or leased vehicle.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department/Program

**SECTION II – to be completed by proposed driver**

Driver's Name: \_\_\_\_\_

Driver's Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's Telephone #: (Home) \_\_\_\_\_ (NJIT) \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State Issued \_\_\_\_\_

Driver's Date of Birth: \_\_\_\_\_

Affiliation to NJIT (faculty, staff, student): \_\_\_\_\_

Van Orientation (required to drive a van)  is requested  is not requested

Golf Cart Orientation  is requested  is not requested

**SECTION III – to be signed by proposed driver**

I hereby authorize New Jersey Institute of Technology to periodically request and review information concerning the status of my driver's license and driving history from any governmental agency or other source. I also certify that I meet all the requirements for driving an NJIT vehicle printed on the reverse side of this form.

\_\_\_\_\_  
Proposed Driver's Signature

\_\_\_\_\_  
Date

## NJIT DRIVER QUALIFICATIONS

Approval as a driver of a University vehicle will require:

- Minimum age of 18 (note some rental agencies require older drivers).
- A valid United States, Canadian or International driver's license. If a vehicle accommodating more than 15 passengers is to be driven, the employee/student driver must possess a valid New Jersey Chauffeur's license.
- Minimum of two year of driving experience.
- Students must have a class standing of sophomore or above.
- No serious moving traffic violations (normally, up to three (3) points for minor violations will be allowed) within the prior three (3) year period.
- No record of convictions for driving under the influence of alcohol or controlled substance or for reckless driving.
- Written authorization by the Department Chairperson or Director.
- Written authorization by proposed driver allowing the university to check on the driving record.
- Completion of the University-sponsored Van Driving Program if the vehicle being requested is a van.

**Note:** If you have had a vehicular accident resulting in damage in excess of \$500 (bodily injury or property damage) please list the incident below:

Description of Incident	Date of Incident	Dollar Amount Of Damage