

INDIVIDUAL DRIVER'S LICENSE RECORD

Instructions to complete this form FOR University of Saskatchewan faculty, staff and graduate students:

1. Photocopy this form together with your current driver's license in the space below. Complete the form, and sign.
2. Provide form to supervisor, sign for approval. Forward to Risk Management for approval if driving restrictions apply, see below.
3. Forward to departmental designate to file completed form, see below. Drive safely!

Driving Restrictions:

1. If anyone has more than one moving violation or 'at-fault' accident they cannot be approved only by the department; email completed form to [Risk Management](#) for approval. (Or, do not let the person drive on behalf of the university.)
2. **No non-employee driver** can be approved by the department; **No undergraduate students** are authorized to drive on university business without formal approval through [Risk Management](#).
3. If you are currently using an out-of province license or a driver's license from another country, please provide a copy in the space below, and ensure the Dean, Director or Department Head acknowledges this form below, in addition to your supervisor.
 - **Contact SGI for information about time restrictions relating to using non-Saskatchewan driver's licenses.**
 - **To inquire about formal approval requirements please call Risk Management at 306-966-8753 or 306-966-4675.**

College or Department Record:
Copy Current Driver's License Here.
 Submit form to: _____

Driver's Acknowledgement:

- A. I, _____, have been licensed to drive for _____ years in
 Saskatchewan or Other jurisdiction: _____
- B. I am a university employee. **Yes** **NO** College/Department _____
- C. I have been free from at-fault accidents and traffic convictions for the past five (5) years. **Yes** **NO**
 If **NO**, please provide details all moving violations and 'at-fault' accidents below.

Details of at-fault incidents: N/A

- 1.
- 2.

DRIVER'S SIGNATURE: _____ **DATE:** _____

Approved by Department (Name: _____ Initialed: _____ Date: _____)

Sent to RMIS **NOT APPROVED** **CONFIRMED APPROVED** (Staple confirmation email to this form and submit)