



## APPLICATION FOR AUTHORIZATION AS AN OCCASIONAL DRIVER OF COLLEGE VEHICLES

In order to become eligible for inclusion on the *Authorized Drivers List* maintained by the Vice President for Operations and Facilities at Mercy College, applicants must complete this application and return it, along with any required documentation.

When this application is processed and all required training is completed, applicants will be notified, in writing, by the Vice President for Operations and Facilities or their designee as to whether they have been approved as an occasional driver of College vehicles. Applicants must submit required materials at least thirty (30) days in advance of when authorization is needed in order to ensure sufficient time for processing of their application and conducting of necessary training.

At all times, the Vice President for Operations and Facilities reserves the right to prohibit any applicant or remove any previously approved individual from driving a vehicle whom it determines to be unsafe or unfit, regardless of the basis. The individual denied the right to drive a covered vehicle can appeal in writing to the Vice President for Operations and Facilities, whose determination shall be final.

1. All requested information on this application must be completed and submitted along with a **photocopy of the applicant's U.S. issued driver's license in an enlarged format** to ensure that the license number is easily identified. The College will access the applicant's driving record in order to confirm that the applicant meets the minimum eligibility requirements for driving College vehicles. This application may be sent by interoffice mail to Office of Security & Safety in the Main Building (Room 234) on the Dobbs Ferry Campus (DF).
2. General requirements
  - a. Must be a minimum of 18 years of age (25 years for students, contractors and vendors);
  - b. Must possess a valid U.S. class E driver's license in good standing; where applicable must meet additional driver's license requirements in accordance with any municipal regulations (E.g. CDL, endorsements, etc.).
  - c. Must meet the College's approval guidelines in place in connection with her/his official driving record. (See Appendix A in Vehicle Use Policy).
  - d. Must have a minimum of two (2) years driving experience;

- e. Must have no disciplinary record with the College; and
  - f. Must complete a mandatory Safety Briefing and College Road Testing program.
  - g. Drivers who have a medical or physical condition, and/or who are or will be taking medication, which may affect their ability to safely and effectively operate a vehicle, must submit documentation from a qualified health care professional describing whether such condition interferes with her/his driving ability and what type of accommodation, if any, is necessary to ensure safe operation under Article 19A of the NYS Vehicle and Traffic Law.
  - h. Student applicants must provide FERPA release with his/her application so that their student record can be reviewed.
3. Each applicant is presumed to have completely read and to understand the *Policy Governing Occasional Drivers of College Vehicles*, a copy of which has been provided by the Office of Security & Safety.
  4. All applicants applying to drive any standard sized vehicle, including a 15 passenger van, will be required to undergo a safety briefing with the Director of Security & Safety. Please call Security & Safety at ext. 7225, to schedule your safety briefing.
  5. Applicants applying to drive 15 passenger vans *in passenger van service must* satisfactorily provide evidence of medical fitness. Use the enclosed reporting form.

**APPLICATION TO DRIVE MERCY COLLEGE VEHICLES**  
PLEASE PRINT INFORMATION BELOW

Name:
Street:
City:
State, Zip:
Driver's License Number:
Date of Birth:
Issuing State of License:
Phone:
Email:
Social Security Number:
Do you have any reportable license revocations/suspensions, moving violations, accidents resulting in serious bodily injury and/or property damage, or convictions of misdemeanors or felonies for the previous three - <b>(3) years</b> ? If yes, please describe:
Class year if student (freshman, etc.) Or state whether staff or faculty:
Department (if employee):

Department head name & signature (if employee):
Dean's office signature (if student):
Do you have a current defensive driving certificate? If yes, please include a copy with this application.
Do you have a medical or physical condition, or are you or will you be taking any medication, which may affect your ability to safely and effectively operate a college vehicle? If yes, please submit documentation from a qualified health care professional as to how such condition interferes with driving ability and what type of accommodation, if any, is necessary to ensure safe operation.

The above information will be used by the College to check the applicant's U.S. issued license with the Department of Motor Vehicles. Approved applicants will also be placed on the L.E.N.S. Program (License Event Notification System) with the Department of Motor Vehicles, which provides continuous monitoring of a person's license and driving record.

**An enlarged photocopy of the applicant's U.S. issued driver's license must be included with this application.**

**Applications must be returned to the Office of Security & Safety,  
Room 234 (Main Building on the Dobbs Ferry Campus)**

**Applicant's Acknowledgement:**

- **I acknowledge that I have read, understand, and agree to abide by the *Policy Governing Occasional Drivers of College Vehicles*.**
- **I understand that by signing this application I am granting the College the right to access my complete driving record, both at the time of initial application, and for the entire time period that my driving authorization with the College remains in effect.**
- **I acknowledge that the College may deny my application at its discretion.**
- **I agree that I am personally responsible to advise those to whom I report of any inability on my part to be in compliance with these rules.**
- **I understand the Prohibited Hours of Driving in Passenger Service rules as outlined in the *Policy Governing Occasional Drivers of College Vehicles*.**
- **I acknowledge that if I am a student applicant, I must provide a FERPA release form with this application.**

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**PRINT NAME**

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**SIGNATURE**

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**DATE**