

LINN-BENTON COMMUNITY COLLEGE DRIVER STATUS REPORT FORM 2008/2009

ALL COLLEGE DRIVERS

**MUST BE PRE-APPROVED BEFORE DRIVING COLLEGE OWNED OR RENTED VEHICLES,
and MUST WEAR SEAT BELTS while driving.**

**Allow 10 working days for approval process. Incomplete forms will not be processed.
>>>You will only be notified if you are not approved.<<<**

Drivers must be at least 18 years old, or if driving a college owned or rented VAN drivers must be 19 years old and have a minimum of 3 years' driving experience as a prerequisite to approval. Completion of the LBCC Van Driver Training Course must be confirmed BEFORE becoming an approved van driver. Van driving status must be renewed every 2 years.

Motor Vehicle Records (MVRs) will be screened by the college based on the number and type of violations within an approximate base period of the last three years. **Employees/students are DISQUALIFIED from driving college owned or rented vehicles if their MVR reflects the following information:** (see reverse side for definition of Class violations),

1. Any Class 1 violation within the past 3 years; or
2. Two Class 2 violations; or
3. One Class 2 violation and two Class 3 violations; or
4. Three Class 3 violations within the past 3 years.

NAME _____ DATE OF BIRTH _____
Please Print Last Name, First Name and Middle Initial

DRIVER'S LICENSE _____ STATE ISSUED _____
Number Expiration Date

STAFF MEMBER Yes ___ No ___ STUDENT Yes ___ No ___ DIVISION/DEPT: _____

IF YOU DRIVE A PERSONAL VEHICLE FOR AUTHORIZED COLLEGE BUSINESS , THE FOLLOWING INFORMATION IS REQUIRED in order to receive travel reimbursement:

PERSONAL AUTO INSURANCE CARRIER _____

POLICY NUMBER _____ EXPIRATION DATE _____

BY SIGNING THIS STATEMENT, I HEREBY:

- > Certify that I have a current OREGON Drivers License and will wear a seat belt at all times and comply with all speed limits, traffic laws, and ordinances.
- > Certify that I am at least 18 years old and have three years of driving experience, or
- > **Certify that I am 19 years old with at least three years of driving experience, if driving a college owned or rented van, and have successfully completed the college van driver training course.**
- > Certify that I currently meet the college's driver screening guidelines listed above.
- > Authorize the college and its auto liability Insurance Agent of Record & DMV to check my driving record (copy available for my review) which may affect my authorization to drive as an agent of LBCC.
- > Acknowledge that the college reserves the right to approve/disapprove any driver to act as agent of the college.

SIGNATURE DATE

**RETURN FORM TO SHARON KING, CC135, OFFICE OF RISK MANAGEMENT & SAFETY
ALLOW 10 WORKING DAYS FOR APPROVAL PROCESS.**

**Incomplete forms will not be processed..... Please COPY ON WHITE ONLY.
FORMS EXPIRE JULY 1 EACH FISCAL YEAR, SUBMIT UPDATED FORM ANNUALLY.**

DRIVER SCREENING GUIDELINES

CLASS 1 MAJOR VIOLATIONS

- Commission of a felony
- Diversion/Open container
 - Drag racing or speed contest
- Driving while suspended or revoked
- Driving without insurance
 - DWI/DUI (Driving while influenced/Driving under influence) or Intoxicated
- Failure to leave name or address as a driver
 - Fleeing or eluding a police officer
 - Hit and Run/Failure to stop/Failure to perform duties at an accident
 - Making false statements in application for license or registration
 - Negligent homicide, manslaughter, assault, or negligent accident with a motor vehicle
 - Negligent or reckless driving
 - Refusing substance (blood or breath)test--Implied consent

CLASS 2 ACCIDENTS

- Reported accidents are counted if you are at fault. (State law requires report of accidents within 72 hours if damage is more than \$1,000.)

CLASS 3 MINOR VIOLATIONS

- Careless or inattentive driving and/or failure to drive right
- Crossing median
- Defective or no equipment (all classes)
- Driving on the wrong side of the highway
- Driving without a license (license current but not with you)
- Driving while obstructed
- Excessive noise
- Failure to obey traffic control device or signal or running red light or stop
- Failure to signal
- Failure to stop for stopped bus
- Failure to yield
- Following too closely
- Improper lane use or change
- Improper passing
- Improper turn
- School zone violation
- Speeding/exceeding federal maximum speed limit and/or violation basic rule
- Unsafe lane change
- Wrong way on one-way street