Bowdoin College

Authorization to Drive (February 2014)

(The front and back of this form must be completed and turned in with the keys and clipboard to the Com Ctr.)

☐ Fleet Vehicle
☐ 12-Passenger Rental Van

Office Use Only:

_________________________ Fleet Van # or Rental Company
_________________________ Driver ID
_________________________ Faculty, staff, or student

I, ______________________________, certify that my license issued in _______________ which expires on _____________
(Name of Driver) (State of Issue) (Expiration Date)

_________________________ is valid, is not under suspension, and is not revoked.

(Name of Driver) (State of Issue) (Expiration Date)

I, ______________________________, certify that my license issued in _______________ which expires on _____________
(Name of Driver) (State of Issue) (Expiration Date)

_________________________ is valid, is not under suspension, and is not revoked.

(Name of Driver) (State of Issue) (Expiration Date)

Passenger Names:
__________________________________________  ____________________________________________
__________________________________________  ____________________________________________
__________________________________________  ____________________________________________
__________________________________________  ____________________________________________

Note: All passengers must be listed on this form or on a separate attachment.

Trip Date(s): _____________  Departure Time: ________  Return Time: _________  Approximate Mileage: __________

Destination and Purpose: ______________________________________________________________________________

Project #: ______________________ Sponsoring Department/Organization: ______________________

Printed Name ____________________________  *Senior Officer Date

Printed Name ____________________________  *Driver’s Signature Date

Printed Name ____________________________  *Alternate Driver’s Signature Date

Printed Name ____________________________  *Sr. V.P. for Finance and Admin. & Treasurer Date

* Driver, Alternate Driver, and Authorizing Individual have read and agree to abide by all terms, conditions, rules and
regulations contained in the Bowdoin College Motor Vehicle Use Policy, dated September 2012, and on this form and certify that
all information provided on this form is accurate.
Driver(s) Agree To The Following:

- Cell phone use (including texting) is not permitted while operating a Bowdoin College owned, leased or rented vehicle.

- Driver acknowledges that College vehicles are for official business and college purposes only. Examples of authorized travel include official athletic team travel, faculty sponsored field trips, and official outing club trips. Uses must be approved by the relevant supervisor or sponsor in advance. Personal use for errands, medical appointments, shopping or any other personal use is strictly prohibited. Business and personal use of vehicles should not be combined. If vehicles are used for personal use, driver shall be subject to loss of driving privileges and/or disciplinary action. If you have any questions on permitted use, please check with the Fleet Scheduler.

- Drivers must abide by and enforce all rules, regulations, terms and conditions as outlined in the Bowdoin College Motor Vehicle Use Policy and must know and obey all applicable campus, local, state and federal traffic laws, regulations, and ordinances.

- Drivers are responsible for immediately notifying local police in the city or town where an accident occurs and then notifying the College’s Communications Center at 207-725-3314.

- Drivers may not operate a College vehicle under the influence of alcohol or illegal drugs or while using a prescription medication that has any warning of any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy machinery.

- Before leaving the parking area or garage, drivers must do a “walk around” inspection of the vehicle and report any existing damage to the Communications Center or rental agency. Drivers must confirm that the following parts and components are in good working order: service brakes, parking brakes, steering mechanism, horn, windshield wipers/washers, rear-vision mirrors, lights/reflector devices, and tires/wheels.

- Following a trip with a fleet vehicle, drivers must return a completed authorization to drive form along with the fuel card, gas receipts and the keys to the vehicle.

**College Vehicle Trip Report**

Driver: ____________________  Driver ID#______________  Department______________

Was vehicle checked for damage before leaving Bowdoin College Parking Lot? (Circle one):  Y  N
Was a damage report filed as a result of this trip? (Circle one):  Y  N

Please indicate any damage(s) before or after the trip on the pictures and describe in the space provided.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Mileage at End of Trip _________________  Fuel Level Start of Trip  (circle amount)  E - - ¼ - -1/2 - - ¾ - - F
Mileage at Start of Trip _________________  Fuel Level End of Trip  (circle amount)  E - - ¼ - -1/2 - - ¾ - - F

Total Miles Driven _________________

- Were gas and/or automobile supplies purchased? (Circle one)  Y  N
- Was the vehicle washed before returning to campus? (Circle one)  Y  N
- Was the vehicle vacuumed before returning to campus? (Circle one)  Y  N

If yes, receipts must be attached to this report to avoid charges to your department. Only gas or related supplies or a car wash may be charged on the fuel card, other charges will be assessed to your department. Bowdoin College will not reimburse faculty, students and staff for gas purchased for the vehicle with personal funds. The 1-800 # on the back of the card must be called if there are any problems.

**Office Use Only:**

Number of gallons added _________  Charge customer $30.00 refueling fee plus $5.00/gallon _________