

# Bowdoin College

## Authorization to Drive Form

*(for trips of 500 miles or more one-way; or to Canada)*

- Fleet Vehicle
- 12-Passenger Rental Van

Office Use Only: _____ Vehicle # _____ Driver ID
--

I, \_\_\_\_\_, certify that my license issued in \_\_\_\_\_ which expires on \_\_\_\_\_  
(Name of Driver) (State of Issue)

\_\_\_\_\_ is valid, is not under suspension, and is not revoked.  
(Expiration Date)

I, \_\_\_\_\_, certify that my license issued in \_\_\_\_\_ which expires on \_\_\_\_\_  
(Name of Driver) (State of Issue)

\_\_\_\_\_ is valid, is not under suspension, and is not revoked.  
(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 June 2019, 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.
- 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 Office of Safety and Security Communications Center at 207-725-3314.
- If the vehicle breaks down or becomes disabled at any time follow the attached vehicle breakdown procedures.
- 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.

**Trip Report**

Was this vehicle used for towing? Y    N  
 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- - 1/4 - - 1/2 - - 3/4 - - F  
 Mileage at Start of Trip \_\_\_\_\_ Fuel Level End of Trip (circle amount) E- - 1/4 - - 1/2 - - 3/4 - - 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, please attach receipts to this form. Only gas or related supplies or a car wash may be charged on the fuel card, other charges will be assessed to your department.