



**Authorization to Drive Form**

The front and back of this form must be completed and turned in with the keys at the end of the trip

- College 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) (Expiration Date)

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

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

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

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

\_\_\_\_\_  
\*Signature of Authorizing Faculty or Staff Member      Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
\*Driver's Signature      Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
\*Alternate Driver's Signature      Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Person Checking Credentials      Date

**\* Driver, Alternate Driver, and Authorizing Individual have read and agree to abide by all terms, conditions, rules and regulations contained in the current Bowdoin College Motor Vehicle Use Policy, dated June 2019, and on this form and certify that all information provided on this form is accurate.**

