

**MONTCLAIR STATE UNIVERSITY**  
**Montclair, New Jersey 07043**

**Driver Authorization Form**

Only employees of Montclair State University, with valid driver's licenses, are authorized to operate university-owned vehicles, as only they are afforded protection under the New Jersey Tort Claims Act. Any individual who is on the Montclair State University payroll is considered an employee, including student workers who have driving responsibilities within their job descriptions. An employee's use of a university vehicle must be within the scope of their employment and for official university business only. Personal use is not permitted.

I understand that by submitting this form, along with a clear photocopy of my current driver's license, I authorize Montclair State University to obtain an abstract of my driving history. The University has the right to perform an annual review and obtain an abstract of my driving record.

Further, I understand that if my abstract is found not to be in good standing, and/or if I am found to not have a valid driver's license, I will not be allowed to drive any university vehicle, regardless of my specific job requirements. In the event my license expires, I am required to submit a new driver authorization form. If my license is suspended or revoked at any time for any reason, I understand that I am to stop driving university vehicles immediately, and that I am obligated to report this to my supervisor and to Risk Management, Division of Finance & Treasury.

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**Print Name**

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**Signature**

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**Date**

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**Department**

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**Driver's License Number**

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**Driver License Expiration**

Distribution: Employee  
Department Head/Supervisor  
Risk Management

Attachment: Copy of Driver's License must be attached to this form