



Texas Tech University System

Driver Approval Request

In order to drive TTUS owned, leased, loaned, or rented vehicles, **you must read the following information, sign the form, and attach a photocopy of your driver's license and auto insurance card.** Please return the information to the TTUS Office of Risk Management, Box 42003, MS 2003, Lubbock, Texas 79409-2003. Please allow 12-14 working days.

I am aware that consumer and driver license record checks may be obtained as part of TTUS evaluation of my job application or employment. The records may be procured by TTUS or its insurance company representative(s), and may include personal information obtained from the appropriate state driver licensing agency, and my driving record, to be used in an assessment of my qualification as an approved driver.

By signing this letter, I hereby provide my authorization for TTUS or their insurance company representative(s) to procure such information and reports, as well as additional reports about me from time-to-time as deemed appropriate, to evaluate my continued approved driver status.

Please select one.

New

Renewal

Print Neatly or Type.

Last, First, MI

Home Telephone Number

Home Address

City

State

Zip

Department

Contact

Telephone Number

Department Address

Mail Stop

City

State

Zip

Driver's License # _____ State _____ Exp. Date _____ DOB: _____

Will you operate a 15-passenger van? _____

Personal Vehicle Insurance Carrier

Policy Number _____ Expiration Date _____

Signature

**Must be Signed by Driver Applicant
Attach copy of driver's license and insurance card.**

Authorization:

Account #

Fax Number

Print Name

Campus Phone

Signature

Date