

# Riverside Community College District

## District Vehicle Driver Authorization Request Form

### PLEASE READ THESE INSTRUCTIONS:

A Request to Drive District Vehicles should be received **10 work days** prior to the date of the trip.

If the date of the trip is less than 10 days away, the form must be hand delivered **at least 5 days prior to your trip.**

1. Complete this form along with EPN release form
2. Include a copy of driver's CDL
3. Fax, E-Mail, inner office or hand-deliver to the Police Department located at the Riverside Campus.

**For insurance purposes, anyone under the age of 18 will not be approved to drive district vehicles.**

To: **RCCD Safety & Police**

E-Mail: [sylvia.valentines@rccd.edu](mailto:sylvia.valentines@rccd.edu)

Fax: (951) 222-8901

The following employee/student/volunteer will be driving district vehicles and requires a DMV Check.

**CHECK ONE:**       **STUDENT**       **EMPLOYEE**       **VOLUNTEER**

Drivers Name

Driver's Date of Birth

Current Address

Driver's phone number

Driver department/campus

Driver's License Number, State Issued

Student/Employee Number

I am a student, currently enrolled in \_\_\_\_\_ Units at RCC/Norco/Moreno Valley.

Supervisor's Name

I certify that the above information is true and correct. I also authorize Riverside Community College District to request a DMV report for insurance purposes.

Driver's Signature

Date

Advisor/Instructor/Staff Name (please print)

Advisor/Instructor/Staff Signature

Date

Requestor/Department and Supervisor Name

Date

**Total occupants for RCCD vans cannot exceed ten (10) persons, including the driver, otherwise a commercial, Class B license is required.**

### POLICE DEPARTMENT USE ONLY

The above-listed person is  is not  authorized to drive for RCCD.

Police Department Name / Signature

Date