

DATE: \_\_\_\_\_

TO: *Office Assistant & Fleet Manager*

RE: **Request for Waiver of Vehicle Usage Policy**

FOR: \*\* \_\_\_\_\_  
STUDENT NAME (Please Print or Type)

\*\* Date of Birth \_\_\_\_\_

\*\* Truman State University Student ID (Banner) NO: \_\_\_\_\_

\*\* Student Email address: \_\_\_\_\_

**All of the blanks are information that is REQUIRED.  
This completed form must be submitted to Public Safety  
10 business days prior to the departure date.**

Who is employed by: \_\_\_\_\_  
DIVISION OR DEPARTMENT

During the following time period: \_\_\_\_\_  
SPECIFIC DATES (i.e. Spring Semester YEAR)

I hereby request that you waive the Truman State University Vehicle Usage Policy regulations, and extend to the person named above driving privileges equivalent to those extended to full-time University employees.

The Truman State University department named above to operate vehicles in the course of his/her normal employment employs the person named above. The employment status is: (please indicated one)

- 5th year undergraduate student     Graduate Student     GTRA
- Institutional Employee     Work/Study Employee     Scholarship Employee
- SEE Program     Joseph Baldwin Academy     Upward Bound
- Other \_\_\_\_\_

S/he holds a valid State of \_\_\_\_\_ driver's license no: \_\_\_\_\_

**THIS INFORMATION IS REQUIRED**

This person has been advised that it is his/her responsibility to know and understand the University's policy for use of vehicles enforced by the Department of Public Safety. I have determined, to the best of my ability, that in case of accident or mishap s/he will be eligible for coverage under the course of the State's Liability Program for State-owned vehicles.

To further support my confidence in this person, the following materials are attached:

\_\_\_ A copy of current driver's license (REQUIRED)

Requested by: \_\_\_\_\_

Division/Department Head Approval: \_\_\_\_\_



Department of Public Safety Approval \_\_\_\_\_

Driver's License Check \_\_\_\_\_ Van Class \_\_\_\_\_