



Minnesota State Academies

Public School District No. 160
615 Olof Hanson Drive, Faribault MN 55021 ~ (507) 384-6600 ~ (800) 657-3996
www.msa.state.mn.us

Driver's License Review Authorization

Original Authorization or Update to Existing Authorization

The information you are being asked to provide will be used by the Minnesota State Academies personnel to determine your qualification to drive vehicles on state business. You are not required by law to provide this information but if you do not do so you will not be approved to drive vehicles on state business. A refusal may result in your removal from consideration for hire or from employment in the subject position with the requesting agency.

The information on this form will be accessible to your supervisor and other system personnel who need the information for their assigned work. Your Driver's License Number may be used to obtain a driver's license record from the Driver and Vehicle Services Division for each state where you have held a driver's license in the past five years.

The completed form should be returned to the Human Resources office at MSA.

Department/Division: _____ Dept. Contact: _____

Driver's Name: Last: _____ First: _____ Middle: _____

Driver's Phone #: _____ - _____ - _____ (Circle: home / work / mobile)

Driver's E-mail: _____ (Circle: home or work)

Driver's License Number: _____ Issued by the State of _____

Driver's Responsibilities:

Driver agrees to:

- A. Be familiar with the State's and MSA's Driver's License and Records Checks policy.
- B. Maintain an active, valid/appropriate driver's license.
- C. Complete required training as assigned.
- D. Notify their supervisors no later than the beginning of the next shift after losing their driver's license through suspension, revocation, cancellation, disqualification or expiration. Also, notify supervisors if they have been arrested or cited for any alcohol/drug related driving offense or a major moving violation within 48 hours.
- E. Abstain from driving a state vehicle if the employee does not have a valid/appropriate driver's license.
- F. Abstain from transporting students in personal vehicles without prior approval from their supervisor, with the exception of emergency situations.
- G. Drive responsibly and adhere to all traffic laws.
- H. Maintain liability insurance on their own vehicles if used for work purposes.
- I. Enter data for each driver's license held in the last five years into Self-Service.
- J. Delete data from Self-Service relating to any previously held driver's license which has been invalid for at least five years (includes suspended, revoked, canceled, disqualified or expired).
- K. For Type III Drivers – submit a hard copy of current driver's license to Human Resources

I acknowledge that I have read and understand the Driver's Responsibilities noted above, and agree to abide by all applicable policies and guidelines.

I AUTHORIZE THE Minnesota State Academies TO OBTAIN MY DRIVER'S LICENSE RECORD FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY DRIVER'S LICENSE RECORD MAY BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS AUTHORIZATION.

I agree to update this Authorization in the event of a change to any of the data supplied above.

Driver's Signature

Date