California Institute of Technology
Driver Approval Form

All drivers must complete and sign before operating an Institute-owned or leased vehicle.

Driver Name: __________________________
Phone: __________________________________
Email: __________________________________
Division/Department: _____________________ Mail Code: __________
Driver’s License Number: __________________ State of Issuance: _____ Expiration Date: __________
Have more than four years’ experience driving in the U.S.? __________________
21 years old or older? __________ 75 years old or older? ________________________
Previously been denied authorization to drive an Institute vehicle for any reason? __________
Will be driving a type of vehicle with which you have little or no experience? _________________
Will be driving off-road or in other unique circumstances for which the division/department requires
training? __________________
Any moving violations/citations/points in the last three (3) years: _________________________________
If yes, please provide detail: _________________________________________________________

I certify that the above information is to the best of my knowledge true and correct and that I have
read the Caltech Vehicle Use Policy and agree to act in conformance with its terms and conditions.

_______________________________________________  ___________________________
Name         Date

***Please return form to Division Administrator or Administrative Department Coordinator***

Administration Use Only Below Line

Motor Vehicle Records Check Completed
by Security: ___________________________ Date: __________________

Driver Training Completed (if applicable): __________ Date: __________

Driver Approved by: ___________________________ Date: __________
Signature

Printed Name
DISCLOSURE REGARDING DRIVING RECORD

Driver Name: ___________________________ Date: _______________

Driver License Number: ___________________ State: ___________ Expiration Date: ______________

I understand and approve the California Institute of Technology (Caltech) obtain a driving history report about me and the information contained in the report may be used in whole or in part for the purpose of evaluating and determining my eligibility to drive an Institute vehicle. The report(s) will include the following types of information:

☐ Driving Record

The agency preparing the report identified above is:

Validity Screening Solutions
P.O. Box 860443
Shawnee, KS 66286-0443

_________________________   ______________
Signature      Date: