

Request for **Michigan*** Driver Record Information
for Aquinas College Approved Driver List

Budget # _____
(Departments will be billed for \$12.50 for each record check)

Department or Organization individual will be driving for _____

Department Authorization _____
(signature required)

Part I: Driver's Personal information - Enter the following information (for items a – e) exactly as it appears on your drivers license

a. _____
First name Middle name Last name

b. Drivers license number _____

c. Date of birth _____

d. Street Address _____

e. City _____ State _____ Zip _____

f. Please check all that apply: _____ student _____ Aquinas employee

g. _____ I have read and acknowledge the "Driving for College Business Policy"
initial

Part II: Permission to drive campus vehicles (if applicable)

Permission to drive a campus vehicle pending state record check will be granted if:

1. Driver possess a valid Michigan Drivers License
2. Driver has had no motor vehicle accidents or moving violations in the last THREE YEARS

Signing the statement below indicates the two above statements are true and grants the driver permission to drive a campus vehicle and therefore be put immediately on the approved drivers list. Should the Michigan Driver Record check reveal contrary information, the driver will lose his or her permission to drive campus vehicles. In addition and if applicable, other disciplinary action may follow.

I, _____, have had no motor vehicle accidents or moving violations
(driver's signature) within the last three years.

____ Check here if this will be a one-time only use of a campus vehicle.

*If the driver has an out-of-state license, the driver must provide a copy of his/her driving record.