Risk Management and Purchasing Services
935 Ramsey Lake Road
SUDBURY, ON P3E 2C6
(705) 675-1151 ext. 1532
Fax (705) 675-4820

CONFIDENTIAL
Request to Add Driver

It is the responsibility of each Department using University Vehicles to advise the Director, Risk Management and Purchasing Services of any additions of drivers of our Department vehicles. *Drivers* must complete the form and submit it directly to the Assistant Manager c/o Risk Management and Purchasing Services. Incomplete forms regrettably cannot be processed.

DRIVER

Full Name

Street

City **Province** **Postal Code**

LICENSE

Date of Birth **Day** **Month** **Year**

Class **Driver's License #**

Expiry Date **Driver's Ed Course Yes ☐ No ☐** **Number of Years License**

DETAILS OF USE

Employment Status: Full Time ☐ **Seasonal ☐**

Estimated Employment Kilometers Driven: **Research Related: Yes ☐ No ☐**

Out of Town Use: Yes ☐ No ☐ **% of Highway Use**

Distance and Destination of Longest Trip

HISTORY

Accidents? Yes ☐ No ☐ Date of Accident

Accident Detail

Convictions Yes ☐ No ☐ Date of Conviction

Conviction Details

APPROVAL

"I certify that the information contained herein is true and accurate to the best of my knowledge. I give my permission to Laurentian University to retain, use and disclose this information for insurance purposes including disclosing the information to its insurers and using the information to obtain a driver's record (abstract) from the Ministry of Transportation."

Driver Signature **Date**

Department **Department Contact**

*** Photocopy of Driver's License (front and back) attached –REQUIRED***

NOTICE OF COLLECTION AND DISCLOSURE OF PERSONAL INFORMATION

Personal information contained on this form is collected pursuant to *The Laurentian University of Sudbury Act, 1960*. This information will be used for the purposes of administering Risk Management Programs, and as necessary and proper in the execution of various related authorized functions and activities. The information will be used and disclosed as a record of facts or details of events that occur or will occur as part of curriculum or in some manner is related to Laurentian University activities or operations, and may be disclosed internally to Health Services, Security and Parking Services, Occupational Health and Safety, and externally to University insurer(s) when so required, in conjunction with internal record keeping and reporting protocol. Questions about this collection and disclosure should be directed to the Director of Risk Management and Purchasing Services, Parker Building 10th Floor, 935 Ramsey Lake Road, Sudbury, ON, P3E 2C6, (705) 675-1151, ext. #1555

SUBMIT DOCUMENTATION TO THE RISK MANAGEMENT & PURCHASING SERVICES DEPARTMENT **Rev. Oct 1/09**