

DRIVER NOTIFICATION AND VERIFICATION FORM

The undersigned individual driving any vehicle on official University business acknowledges the following:

1. The undersigned has a current valid driver's license issued in the state of Kentucky, or the following state or country* : _____.
2. Any individual who drives a vehicle on official University business shall be presumed to hold a valid Driver's License for the type of vehicle being operated. An individual who drives a vehicle on official University business without a valid driver's license may be ineligible for defense or protection by the University for any claims, causes of action, liabilities or damages arising from or occurring as a result of the operation of a vehicle on official University business without a valid driver's license.
3. All individuals driving a vehicle on official University business shall read and be familiar with the requirements and provisions of Business Procedures D-1-1 and D-1-2 of the University's Business Procedures Manual. These provisions include but are not limited to the following:
 - Drivers of vehicles on official University business are responsible for complying with all applicable traffic laws, rules, regulations and ordinances.
 - The University is not responsible for traffic violations by drivers on official University business.
 - While on official University business, all drivers and passengers must wear seat belts when traveling in any vehicle.
 - While on official University business, drivers must comply with applicable laws of jurisdictions which prohibit or restrict the use of cellular telephones or other wireless devices while driving. In all jurisdictions, due to the risk associated with use of such devices while driving, such use is strongly discouraged by the University. If it is necessary to use a cellular telephone or other wireless device while driving on official University business, the vehicle should be pulled off the road safely and stopped while the phone or device is in use.
 - Smoking is not permitted in any University vehicle.

Signature

Printed Name

Date

*Non-US Citizens may drive in the state on their valid foreign license and International Permit for up to one year from the date of admission into the U.S. provided their home country is part of the [Foreign License Reciprocity](#).

The completed form should be kept on file in the employee's unit and available for reference if needed.