Department: _____

Vehicle License Plate #:_____

College Vehicles – Drivers' List and Authorization Form

Any personal information collected by Lambton College as part of this undertaking will only be used for insurance and licensing purposes. The Purchasing Department will notify you once you have been added to the Approved Driver's List. Approved drivers are insured any time driving a Lambton College vehicle that is being driven on College business.

Driver's Name	D.O.B. mm-dd-yy	Driver's License Number	Expiry Date mm-dd-yy	Signature

Conditions of Use of Lambton College Vehicles (owned or leased):

1. Use of College vehicle is limited to sanctioned College business only. Personal use of any College vehicle is strictly prohibited.
2. Fines and tickets associated with the use of a Lambton College vehicle are the financial responsibility of the driver.
3. All costs associated with an accident are charged to the College and, eventually, to the Department responsible for the vehicle.
4. In the case of an unauthorized use of a College Vehicle, the driver is responsible for all costs associated with an accident. Unauthorized use of a College vehicle is considered theft and appropriate disciplinary action will be taken.
5. Drivers are responsible for ensuring all passengers are wearing seatbelts and that there are no more passengers in the vehicle than available seatbelts.
6. Drivers must adhere to the College Policy on the use of mobile devices
7. Drivers must adhere to the rules of the road and ensure the safety of passengers in the vehicle.
8. Drivers must complete the Vehicle Use/ Inspection form and the Vehicle Log.