

ADDITION TO THE APPROVED DRIVERS LIST

TO: Office of Vice President for Business and Finance

FROM: _____ Department Head
_____ Department
_____ Account Number

SUBJECT: Approved Drivers List Request

Attached is a copy of both sides of the Texas driver's license for _____, who is an **employee** at West Texas A&M University. Please add him/her to the approved driving list.

He/She has been advised that a clean driving record is required and completion of the Driver and Travel Safety course is mandatory.

Department Head Signature Date

NOTE: Drivers may not drive a university vehicle until receiving notice from UPD that the driver has successfully been added to the approved driving list.

For UPD use only:

Hire Date: _____

Driving Record Completion Date: _____

Driver & Travel Safety Training Completion Date: _____