

# LINN-BENTON COMMUNITY COLLEGE DRIVER STATUS REPORT FORM

**ALL COLLEGE DRIVERS MUST BE PRE-APPROVED BEFORE DRIVING COLLEGE OWNED OR RENTED VEHICLES or DRIVING PERSONAL VEHICLES ON COLLEGE BUSINESS.**  
**Allow 10 working days for approval process. Incomplete forms will not be processed.**  
**>>>You will only be notified if you are not approved.<<<**

Drivers must be at least 18 years old, or if driving a college owned or rented vehicle, VAN drivers must be 19 years old and have a minimum of 3 years' driving experience as a prerequisite. Completion of both the LBCC-approved online and hands-on Van Driver Training must be confirmed BEFORE becoming an approved van driver. Van driving status must be renewed every 2 years (training exemption after successfully completing training certification three times). The classroom portion of the training is completed online at <http://transportation.oregonstate.edu/university-motor-pool/video/van-safety>. Test results indicating successful completion must be submitted Community Ed (Melissa Richey), T205. A hands-on van driving module, scheduled through Albany Community Education, must be successfully completed during a driver's first van certification period prior to serving as a van driver for LBCC.

For all persons driving as an agent of LBCC, Motor Vehicle Records (MVRs) will be screened by the college based on the number and type of violations within a base period of the last three years. **Employees/students are DISQUALIFIED from driving as an agent of LBCC if their MVR reflects the following information:** (see reverse side for definition of violations)

1. Any Class 1 violation within the past 3 years; or
2. Two Class 2 violations; or
3. One Class 2 violation and two Class 3 violations; or
4. Three Class 3 violations within the past 3 years.

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ PH. #: \_\_\_\_\_

**Please Print Last Name, First Name, and Middle Initial**

DRIVER'S LICENSE \_\_\_\_\_ STATE ISSUED \_\_\_\_\_  
Number Expiration Date

STAFF MEMBER VOLUNTEER STUDENT **Your Supervisor/Dean/Director:** \_\_\_\_\_

VAN DRIVER: Yes No IF YES, VAN TRAINING STATUS: CURRENT OR PENDING

**IF YOU DRIVE A PERSONAL VEHICLE FOR AUTHORIZED COLLEGE BUSINESS, THE FOLLOWING INFORMATION IS REQUIRED** in order to receive travel reimbursement:

PERSONAL AUTO INSURANCE CARRIER \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

BY SIGNING THIS STATEMENT, I HEREBY:

- \* Certify that I have a current OREGON Drivers License and will wear a seat belt at all times, will not use a cell phone while driving, and comply with all speed limits, traffic laws, and ordinances.
- \* Certify that I am at least 18 years old and have three years of driving experience, or
- \* **Certify that I am 19 years old with at least three years of driving experience, if driving a college owned or rented van, and have successfully completed the college van driver training course.**
- \* Certify that I currently meet the college's driver screening guidelines listed above.
- \* Certify that I will report to Marcene Olson, Safety & Loss Prevention, any violations received or accidents that would impact my driver screening status and affect my ability to drive as an eligible, authorized agent of LBCC.
- \* Authorize the college and DMV to check my driving record which may affect my authorization to drive as an agent of LBCC.
- \* Acknowledge that the college reserves the right to approve/disapprove any driver to act as an agent of the college.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**RETURN FORM TO Marcene Olson in the Campus Public Safety Office (RCH119) FORMS EXPIRE JULY 1 EACH FISCAL YEAR, SUBMIT UPDATED FORM ANNUALLY.**

# DRIVER SCREENING GUIDELINES

## CLASS 1

### MAJOR VIOLATIONS

Commission of a felony  
Diversion/Open container  
Drag racing  
Driving while suspended or revoked  
Driving without insurance  
DWI/DUI (Driving while influenced/Driving under influence) or Intoxicated  
Failure to leave name or address as a driver  
Fleeing or eluding a police officer  
Hit and Run/Failure to stop/Failure to perform duties at an accident  
Making false statements in application for license or registration  
Negligent homicide, manslaughter, assault, or negligent accident with a motor vehicle  
Negligent or reckless driving  
Refusing substance (blood or breath) test--Implied consent  
Suspension of license

## CLASS 2

### ACCIDENTS

Reported accidents are counted if you are at fault. (State law requires report of accidents within 72 hours if damage is more than \$1,000.)

## CLASS 3

### MINOR VIOLATIONS

Careless or inattentive driving and/or failure to drive right  
Crossing median  
Defective or no equipment (all classes)  
Driving on the wrong side of the highway  
Driving without a license (license current but not with you)  
Driving while obstructed  
Excessive noise  
Failure to obey traffic control device or signal or running red light or stop  
Failure to signal  
Failure to stop for stopped bus  
Failure to yield  
Following too closely  
Improper lane use or lane change  
Improper passing  
Improper turn  
School zone violation  
Speeding/exceeding federal maximum speed limit and/or violation basic rule  
Unsafe lane change  
Use of cell phone while driving  
Wrong way on one-way street

Revised

6/4/15