Community Service Office

Gephardt Institute for Public Service

Driving Authorization for WU Service Trips

We strongly encourage all service trip participants with a valid driver's license to complete this form. Without completing this form, participants will be unable to drive vehicles in any circumstance. Fifteen-passenger vans may not be used for Service Trips. Please read the following details thoroughly before signing.

All drivers must:

- Have a Valid US Driver's License, free of any suspension or revocation from the individual state of issuance. (Trips should investigate international requirements as needed)
- Have at least one year driving experience
- Have had no major accidents within the last 12 months
- Have no citations for DUI/DWI or reckless driving
- Be 18 years of age or older
- Carry proof of insurance during the trip
    - If you are driving a rented vehicle on behalf of a Student Union group, you must complete the Student Union Vehicle Request Form in addition to this form. Following this procedure entitles drivers to coverage under the Washington University insurance policy, and an insurance card will be provided.
    - If you are driving a rented vehicle that is *not* rented with Student Union assistance, you must possess insurance and provide policy information below.
    - If you are driving a personal vehicle, you must possess insurance and provide policy information below.
- Pledge to:
    - Not drive under the influence of alcohol or intoxicating drugs
    - Not knowingly drive the vehicle with any illegal drugs or alcohol in the vehicle
    - Operate the vehicle safely and in compliance with traffic laws and motor vehicle regulations
    - Drive the vehicle only if all people in the vehicle have access to operational seat belts
    - Communicate and cooperate with appropriate local, insurance, and University officials in the event of an accident

Trips are strongly recommended to require that drivers:

- Have no more than one moving driving violation within the last three years
- Rotate driving responsibilities every 4 hours and wait a minimum of 4 hours before driving again
- Agree that total driving time, regardless of the number of drivers, may not exceed 10 hours per day

I agree to follow the aforementioned driving and safety rules.

Name: _____ Student/Staff ID #: _____
First Middle Last

Group organizing service trip: _____ Trip destination(s): _____

Signature: _____ Date: _____

Vehicle Information (initial one):

____ Rented vehicle (Student Union group)
Copy of Student Union Vehicle Request Form must be submitted with this form

____ Rented vehicle (non Student Union group)
Insurance carrier: _____ Policy #: _____

____ Personal vehicle
Insurance carrier: _____ Policy #: _____