

**ARKANSAS STATE VEHICLE SAFETY PROGRAM  
AUTORIZATION TO OPERATE  
STATE VEHICLES AND PRIVATE VEHICLES ON STATE BUSINESS**

**PLEASE COMPLETE THE FOLLOWING SECTIONS AND SIGN TO OBTAIN AUTHORIZATION TO DRIVE ON STATE BUSINESS:**

Agency Code: 0145 **Driver Information:**  Driver Status: Full-Time Employee  Part-Time Lecturer/GA  
 Hourly/Stipend  Student/Non-Employee  Non-Driver / No License

**(Complete applicable sections and sign below.)**

Last Name	First Name	Middle Name		
Email	Date of Birth (mm/dd/yyyy)	DL #	DL State	Workday UID

Department: \_\_\_\_\_ Title: \_\_\_\_\_

**Mandatory: A legible copy of your driver's license must be attached to this form if you are a licensed driver.**

**Authorizing Department Information:**

Dept. Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

**Driver to Initial Each of the Following (e.g John Doe - J.D)**

\_\_\_\_\_ I understand that as permitted by Arkansas Code Ann. 27-50-906(6)(A), the Office of Driver Services will notify my employer each time a new violation is added to my driving record. I also understand that my employer has access to my driving record through the SVS System (State of Arkansas website) through the Information Network of Arkansas.

\_\_\_\_\_ I understand that because of my driving record I may not be permitted to drive on state business.

\_\_\_\_\_ I will participate in all required defensive driving classes.

\_\_\_\_\_ I will report all accidents that occur on state business to my employer 1) within 24 hours of the occurrence or by the next working day if the accident occurs in a state vehicle; and 2) within 7 working days if the accident occurs in a private vehicle.

\_\_\_\_\_ I have read the Driving Safety Tips provided by my employer.

\_\_\_\_\_ I understand that I must maintain liability coverage, as required by state law, on my personal vehicles that I drive on state business.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** Form must be submitted to the Office of the Vice Chancellor for Finance and Administration within **30 calendar days** of employment and prior to operating a state or personal vehicle on behalf of the university.

**ARKANSAS STATE VEHICLE SAFETY PROGRAM**  
**DRIVING SAFETY TIPS**

**\*Observe Speed Limits and Traffic Law.** Allow sufficient time to reach your destination without violating speed limits or traffic laws.

**\*Seat Belts.** Each driver and front seat passenger in any motor vehicle operated on a street or highway in this state is required by law to wear a properly adjusted and fastened seat belt.

**\*Cellular Phones.** The use of cellular phones by the driver while the vehicle is in motion is strongly discouraged. Even with "hands free" equipment, conversing on the phone takes your attention away from driving, making you less likely to notice hazardous situations.

**\*Backing Crashes.** Most backing accidents are preventable. Whenever possible, park your vehicle where backing is not required. Know what is beside and behind your vehicle before you begin to back. Back slowly and check both sides as well as the rear as you back. Continue to look to the rear until the vehicle has come to a complete stop.

**\*Intersection Crashes.** When approaching and entering intersections, be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right-of-way.

**\*Weather Related Crashes.** Rain, snow, fog, sleet, or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions.

**\*Passing Crashes.** When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.

**\*Front End Crashes.** By maintaining a safe following distance at all times, the driver can prevent front-end collisions in spite of abrupt or unexpected stops of the vehicle ahead. Observe the "two second rule" by following the vehicle ahead at a distance that spans at least two seconds. The following distance should be increased when driving in adverse conditions.

**\*Security.** State vehicles should be locked whenever they are unoccupied.

**\*Engines.** The engine of a state vehicle should always be turned off before the driver exits the vehicle.