

Pre-Authorization Check list for Travel

Date: _____ Assigned Vehicle: _____

Driver: _____ Department: _____

- I am an EMPLOYEE of UNC-Charlotte

- I am employed as a (Circle one)
Faculty Member Staff Member Student Employee: Student ID# _____

- I have submitted by License and Van Certification Cards.

- I have reviewed “**Statement of Resources to Address Claims Arising from Accidents Involving Vehicles Operated on University Business**” (<https://rmi.uncc.edu/sites/rmi.uncc.edu/files/media/accident-reporting-and-auto-insurance.pdf>); concerning liability for injuries and damage arising out of authorized use of the vehicle. I understand that I may be personally liable for injuries and damage arising out of unauthorized use of the vehicle.

- I understand that no one but me is permitted to operate the vehicles assigned to me unless prior written approval was given at the time the reservation was made.

- I have read the “**Notice to All Drivers**” information sheet – found on line at the Motor Fleet main web page.

- Any additional Drivers must read, fill out and sign this form as well as submit a copy of License and/or Van Certification

Detailed Policies/Procedures and instruction are found in your Trip Packet

I, _____ have read the above check list and fully understand my responsibilities for using the state vehicle assigned to me. Any questions that I had about this have been fully answered.

Kathy Fisher
Motor Fleet Representative
UNC-Charlotte 687-0596

Copy of License

Copy of Van certification
