



York University Driver Profile Form

(Personal and Confidential)

If you have any questions, contact Risk Management Services (riskmgmt@yorku.ca)

Driver: Please complete and present this form to your immediate supervisor or department head/designate. The requested information is required to obtain insurance and verify insurance coverage in the event of an accident or incident resulting in a claim. Once you have been added to the Approved Driver's List, you will be insured any time that you are driving a York University vehicle that is being driven on University business.

Supervisors/Department Head/Designate: Please authorize this form and return to Risk Management Services.

DRIVER INFORMATION

Last Name:		First Name:		Middle Initial:
Department:			Bus. Phone:	
Driver's License #:	Province /State of Issue:	Expiry (YYYY/MM/DD):	Class:	
Types of University vehicles driven (private passenger, van, bus, etc.):				

DRIVER RECORD

Licensed since (year): _____

Current # of demerit points on your license: _____ (Note: Drivers begin with "0" and accumulate points for convictions)

Have you been involved in any automobile accidents in the previous 3 years?	Yes	No
Do you have any impending driving infractions?	Yes	No
Has your license ever been suspended?	Yes	No

Conditions of Use of York University Vehicles (Owned or Leased):

1. Use of University Vehicles is limited to sanctioned University Business only. Personal use of any University vehicle is strictly prohibited unless declared and agreed to prior by Risk Management Services
2. Fines and tickets associated with the use of a University vehicle are the financial responsibility of the driver.
3. Permission to use the 407 Toll Road must be obtained in advance from the Department that will absorb the charge.

Responsibilities as a York Driver:

1. Drivers must have a valid driver's license and the proper class of license to operate the motor vehicle assigned to them. Failure to maintain a valid license may invalidate coverage under York's automobile insurance policy should a claim arise and is a punishable offence under the Ontario Highway Traffic Act is convicted.
2. Drivers must immediately inform their supervisors of a significant change in their status as a driver – including but not limited to: suspensions, increase/reduction in demerit points, medical review, corrective lenses, etc. this information must be communicated to Risk Management Services as soon as possible.

I certify that the information contained herein is true and accurate to the best of my knowledge. I give my permission to York University to retain, use and disclose this information for insurance purposes, including disclosing the information to its insurers from time to time and using the information to obtain a driver's record (abstract) from the Ministry of Transportation (both upon the receipt of this application and periodically thereafter, as deemed appropriate by the University, to verify the driver remains in good standing).

Driver's Signature: _____ Date Signed: _____

THIS FORM MUST BE SIGNED BY A DEPARTMENT HEAD/DESIGNATE BEFORE FORWARDING

Signature for Authorization: _____ Date Signed: _____

Print Name of Signing Authority: _____ Expiry Date for Driver: _____
(IF APPLICABLE)