

## NEW FLEET DRIVER CHECKLIST

Please submit the following items to Risk Management Services for review:

### Driver Profile Form

- Copy of form attached to this checklist
- Please have both the driver and department head/designate sign the form before submitting to Risk Management

### Annual Fleet Vehicle Acknowledgement

- Copy of form attached to this checklist
- Please have both the driver and department head/designate sign the form before submitting to Risk Management

### 3-year Ontario Driver Abstract (or equivalent)

- Ontario driver abstracts are [available online](#) or in person at any ServiceOntario location for a cost of \$12
- Risk Management Services will run Ontario driver abstracts yearly for qualifying drivers – by adding a driver with a non-Ontario driver abstract, the department is responsible for obtaining this document when requested by Risk Management Services

### Copy of Licence

- A scanned copy of the driver's licence
- PDFs, word docs with pictures, and JPEG/PNG picture file formats are all acceptable
- Please note HEIC files are not an acceptable file format

# York University Driver Profile Form

(PERSONAL AND CONFIDENTIAL)

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

**Driver:** The requested information is required to obtain insurance and verify insurance coverage in the event of an accident or incident resulting in a claim.

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

## Driver Information

Last Name:		First Name:	
Department:		Driver's Licence #:	
Province of Issue:		Licence Class:	Expiry (YYYY/MM/DD):
Driver is: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Student	Types of Vehicles Driven (What will the driver be operating in the course of their duties?): Unplated Golfcart      ATV/Plated Golfcart      Private Pass./Light Comm. Heavy Commercial      Bus      Rental Vehicle		

## Driver Record

Licensed since (year): _____	Current # of demerit points on your license: _____	(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 or research only. Personal use of any University vehicle is strictly prohibited unless declared and agreed to in advance 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 a) is a punishable offence under the Ontario Highway Traffic Act if convicted and b) may invalidate coverage under York's automobile insurance policy should a claim arise.
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 Service Ontario (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**

Signature for Authorization: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name of Signing Authority: \_\_\_\_\_ Expiry Date for Driver: \_\_\_\_\_  
(If applicable)

(Revised September 2025)

## Annual YorkU Fleet Vehicle Acknowledgement

To ensure the safe operation of York University fleet vehicles, all Drivers must be aware of and comply with the regulations and laws set out by the federal, provincial, and municipal governments. By signing this acknowledgment, I am confirming that I have reviewed the [York University Driver Procedures](#).

I am aware that I must have a valid driver's licence for the vehicle(s) I am driving. Licence # _____ Class _____ Expiry _____	Initials
I am aware that a Driver's Abstract and a Commercial Vehicle Operators Registration (where necessary) will be requested by York University each year (at the University's expense).	Initials
I agree to report any violations/tickets to York immediately, including private vehicle operation violations.	Initials
I am aware the cost of any violations/tickets or infractions attributable to my operation of a York University fleet vehicle are my sole responsibility.	Initials
I understand that York University has a zero-tolerance policy regarding being under the influence of drugs, alcohol and recreational cannabis use while operating a York University fleet vehicle.	Initials
I understand that the York University fleet vehicle I operate has a Global Positioning System (GPS) which is able to locate the vehicle at all times and that it may not be tampered with or removed from the vehicle. Data gathered by the GPS is electronic data for the purposes of the <a href="#">Electronic Monitoring Policy</a> .	Initials
I am aware of and familiar with the <a href="#">vehicle accident reporting procedure</a> .	Initials
I am aware that it is against the law to use a mobile phone while operating a motor vehicle. I am aware that distracted driving is anything that takes my attention away from driving, including: Texting; Talking on the phone or to passengers; Eating or drinking; Using the entertainment or navigation system.	Initials
I am aware that I am not permitted to use any York University fleet vehicle for personal use, unless prior written approval is given, nor am I to transport other passengers unless required for the job and with the direction from a supervisor.	Initials

\_\_\_\_\_  
Driver's Name (*Print*)

\_\_\_\_\_  
Supervisor's Name (*Print*)

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Supervisor's Signature

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

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