

UAF Driving Waiver Approval Form

PURPOSE: This form is for departments requesting a waiver from campus Risk Management and the [Transportation Safety Guidelines](#). Driving waiver requirements set forth may not be waived without the Vice Chancellor or Provost approval.

DIRECTIONS: Ensure all items under the Type of Driver are completed. Items listed below must be included when you submit your paperwork to Risk Management. Requests are to be submitted by email: Elizabeth Hughes-Hageman at ephugheshageman@alaska.edu mail: PO Box 758145, Fairbanks, AK 99775-8145; or Fax: 907-474-5489.

Type of Driver, check all that apply:

Volunteer Student Non-Affiliate Driving Minors

Department/Contact: _____ Phone: _____

UAF Driver's Supervisor: _____ Phone: _____

Name of Driver: _____ DOB: _____ Phone: _____

Current Address: _____ Email: _____

I certify I will be driving for the core mission of the university, university course work, or an academic or student function. I am in compliance with all licensing and insurance requirements. I agree to notify the department's contact, IMMEDIATELY of any accidents or incidents with the vehicle, changes to my driving status, or any moving violations I may receive.

Driver Signature: _____ Date: _____

Minimum Driver Qualifications (All Drivers)

- Must be at least 21 years old
- Submit a completed Category I or Category II Drivers Form **signed by UAF sponsor**
- Must have a minimum of 3 years licensed driving experience
- Be in compliance with licensing and insurance requirements
- Submit completed DMV records for all states having resided in the **last 3 years**.
[State of Alaska Department of Motor Vehicle Online Form](#)
- NO** DUI or reckless driving on record
- NO** infractions in the last 3 years
- Must complete Driver's Safety Training on EHSRM website (**Submit a copy of the card or email received**)

Volunteer Driver

- Submit a completed volunteer qualification checklist ([Volunteer Qualification Checklist](#))

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Non-affiliated Driver (examples: professor from another university, any employee from another organization)

- Must maintain and provide a current certificate of insurance from home affiliation, showing Worker's Compensation and General Liability and if possible, name UA as the additional insured with respect to General Liability. For questions contact campus Risk Management: 907-474-6164

Non-UAF Employees Driving Minors¹ (Volunteer or Student ONLY)

This is ONLY for driving GROUPS of minors for UA business purposes in a UA vehicle. It is not acceptable at any time to drive alone in a vehicle with a minor

- Must meet Volunteer Driver Qualifications if applicable
- Must take and submit Protection of Minors Policy and Reporting Training and Training and Awareness Training ([Protection of Minors Training and Policy Information](#))
- In-person interview and screening must be **completed by department (Dept. Initial _____)**
- 3 references, both personal and professional **verified by department (Dept. Initial _____)**
- Background check and registered sex offender check that meets or exceeds Protection of Minors Policy requirements; requires UAF Human Resources approval

Approved **Declined**

EHSRM Comments:

EHSRM Risk Manager Signature: _____ **Date:** _____

USEFUL LINKS:

[Driver's Safety Training](#)

[Volunteer Qualification Checklist](#)

[Department of Motor Vehicle Form](#)

[Volunteer Training](#)

[Category I & II Forms](#)

[Protection of Minors Training and Policy Information](#)

[Certificate of Insurance Requirements](#)

¹ A minor is a person 18 years of age and under