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## **GRAMBLING STATE UNIVERSITY DRIVING RECORD**

### **INFORMATON RELEASE FORM**

I understand that as a requirement for driving state-owned vehicles or personal vehicles on University business, my driving record and the validity of my driver's license must be verified.

I, hereby, authorize Grambling State University officials to request a report of my motor vehicle driving record. I understand that this information will be verified each year, as long as I am employed with the University.

I understand that my failure to comply will result in my being denied the use of a state-owned vehicle. I further understand that denial of the use of a state-owned vehicle, as a result of noncompliance with this regulation, makes me ineligible to receive reimbursement for the use of my personal vehicle for university business travel.

The University's insurance does not have coverage for any employee who elects to ride with another employee on university business who is not in compliance with transportation regulation.

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**Employee's Signature**

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**Date**