

Suffolk University
Driving Record Policy & Authorization

All employees who regularly drive a vehicle that is owned, leased or rented by Suffolk University, are required to provide the University with a copy of their driver's license.

Suffolk University will qualify drivers based on the individual's driver's record. No employee may regularly drive a university vehicle, whether owned, leased or rented, without providing this information, except in emergency situations and with the approval of Karen Kruppa, Risk Manager. Suffolk University may obtain a copy of your driving record on your behalf; subject to your authorization and only if you maintain a valid driver's license. There will be no charge for this service. **PLEASE NOTE WE CAN ONLY RUN MASSACHUSETTES LICENSES. PLEASE CONTACT RISK MANAGEMENT AT x1141 IF LICENSE IS OUT OF STATE**

____ Please initial here if you are authorizing Suffolk University to obtain your driving record and complete the following authorization form.

I hereby authorize Suffolk University to obtain my driving record from the Registry of Motor Vehicles at no charge to me. **Allow forty- eight (48) hours to complete authorization.**

Complete all sections and attach a copy of your current driver's license.

Print Name

Dept

_____/_____/_____
Driver's License Number

_____/_____/_____
Date of Birth

State Issued

Signature

_____/_____/_____
Date

Individual to contact with results of driving record check:

Name: _____ Phone: _____

Return all information to: Karen Kruppa or fax to (617) - 305-1767
Budget Office & Risk Management
Suffolk University
Mailing Address: 8 Ashburton Place
Boston, MA 02108

Location:
73 Tremont Street 13th Floor
Boston, MA 02108
