

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 driving record.

Suffolk University will qualify drivers based on the individual's driving 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 the Office of Risk Management. 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 that we can only obtain driving records for Massachusetts licenses. Please contact the Office of Risk Management at 617-973-1142 or at riskmanagement@suffolk.edu if you have an out-of-state license.

____ 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: Tim Albers
Office of Risk Management
Suffolk University
Mailing Address:
8 Ashburton Place
Boston, MA 02108

Location:
73 Tremont Street 11th Floor
Boston, MA 02108
