

**INFORMATION REQUIRED TO DRIVE PCCLD VEHICLES OR TO BE REIMBURSED FOR USE OF PERSONAL VEHICLES**

PCCLD insures its own vehicles, of course, and employees are frequently authorized to drive those vehicles. We also allow the use of personal vehicles to conduct library business – driving between facilities, picking up supplies, and any variety of business-related errands.

In order to reduce our risk exposure to litigation which may arise from an automobile accident or incident, it’s important to ensure that PCCLD drivers have a current driver’s license and a good driving record. The insurance company also keeps on file a current list of drivers, along with their date of birth and driver’s license number, and it’s incumbent upon us to provide an updated list to them periodically.

If either of the following statements applies to you, please complete the brief form at the bottom and return to Finance as soon as possible, along with a copy of your current automobile insurance card. We will need insurance information updated upon renewal. Thanks for your help!

1. I will probably drive a District-owned vehicle in the next three years.
2. I will probably use my own vehicle to travel to a meeting, conference, or conduct business in some fashion for PCCLD. (This does NOT include travel to or from work, to lunch, or running personal errands during the work day.)

Information supplied will be held in strict confidence, as are all employee records at PCCLD, and will only be used for insurance compliance.

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Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s license number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State of issue \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I authorized Pueblo City-County Library District to obtain a Motor Vehicle Report in order to confirm the validity of my driver’s license and driving record. I understand that failure to authorize this procedure will result in my being denied access to drive PCCLD vehicles, as well as denial of using my personal vehicle and submitting mileage reimbursement requests.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_