**ANNUAL STUDENT DRIVER AUTHORIZATION APPLICATION**

APPLICATIONS MUST BE SUBMITTED FOR APPROVAL AT LEAST TEN BUSINESS DAYS PRIOR TO DRIVING

**Student Driver Instructions:**

- All students wishing to drive on behalf of Western Michigan University’s **INSERT UNIT HERE** MUST complete this form.

- Complete and sign form(s); Scan your form(s) and a CLEAR, READABLE, COLOR copy of your driver’s license and insurance card;

- Save scanned documents together as a PDF labeled with your First & Last Name, email to WMU Sponsor, who must then forward all PDF/scanned documents to Brittney Young.

Questions? Contact INSERT BUDGET/ADMIN HERE

**STUDENT DRIVER PERSONAL INFORMATION:**

PRINT: Last Name First Name Middle Initial E-MAIL ADDRESS

HOME ADDRESS (address on your driver's license) CITY STATE ZIP CODE

BIRTH DATE PHONE NUMBER I am a current WMU student (INITIALS) STUDENT WIN #

**DRIVER’S LICENSE INFORMATION:**

DRIVER’S LICENSE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ISSUE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ISSUED BY THE STATE OF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List driving violations, if any, (excluding parking tickets), and describe any accidents in which you have been involved in the past three years*. If none, indicate by stating "None.” \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**GENERAL INFORMATION:**

WMU SPONSOR NAME & TITLE: (WMU employee requesting Student Driver’s services): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WMU SPONSOR/ADVISOR EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of OFFICIAL WMU BUSINESS for which this request is made: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Departure / Return: \_\_\_\_\_\_\_\_\_\_\_\_ – \_\_\_\_\_\_\_\_\_\_\_\_ DESTINATION(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If multiple dates, indicate earliest departure date and "various."*

CHECK ALL THAT APPLY: [ ]  University-owned Vehicle [ ]  Rented/Leased Vehicle [ ]  Box Truck

* I agree to abide by all laws and regulations pertaining to operation of motor vehicles and WMU policies and regulations, including but not limited to having a chauffeur’s license if I will be transporting passengers and having automobile insurance.
* I understand that my insurance will be the primary payor if I get into an accident while driving my own vehicle while on University business.
* I agree that WMU may review my driving record for purposes of this authorization. I also understand that WMU will review my driving record at least annually to keep this authorization current.
* To the best of my knowledge, the information on this application is correct. I understand any misrepresentation or falsification of information may be sufficient cause for rejection of motor vehicle driving privileges and/or disciplinary/student conduct actions.
* I understand any negative change in my driving record may result in revocation of the privilege of driving a WMU-owned/rented Vehicle.

SIGNATURE OF STUDENT DRIVER DATE WMU SPONSOR SIGNATURE DATE

**WMU STUDENT DRIVER – BOX TRUCK SAFETY ACKNOWLEDGMENT**

This form must be completed and submitted to the **School Of Music** by all WMU students who may, for any reason, need to drive a University-owned or leased box truck for the purpose of transporting **Bronco Marching Band items** on behalf of **WMU**. **COMPLETE THIS FORM IF YOU THINK YOU MIGHT DRIVE A BOX TRUCK FOR Bronco Marching Band THIS ACADEMIC YEAR**. ALL FIELDS ARE REQUIRED - INCOMPLETE OR ILLEGIBLE FORMS WILL BE REJECTED. Carefully read this entire form and provide the following information:

Student Operator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Operator’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student WIN# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and understand that there are Possible Risks (including the examples provided below) involved while operating a Box Truck. \_\_\_\_\_\_\_\_\_\_ (Initial)

I am aware the handling characteristics of a Box Truck may change dramatically, especially when fully loaded. I understand that extra caution is required when operating this vehicle. \_\_\_\_\_\_\_\_\_ (Initial)

I understand that seatbelt use is mandatory for the driver and passengers at all times. \_\_\_\_\_\_\_\_\_\_ (Initial)

**POSSIBLE RISKS:**

Following are some of the Possible Risks associated with operating a Box Truck:

1. Box trucks have an increased risk of rollover.
2. The weight of the truck, particularly when fully loaded, causes the center of gravity to shift to the rear and upward, increasing the likelihood of rollover.
3. This shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.
4. The weight of a fully occupied/loaded truck requires additional stopping distance.
5. The width of the truck allows for less lane room.
6. The length of the truck increases distances needed for making turns, changing lanes, and backing up.
7. Watch your blind spots. Other motorists may not be aware of a truck's blind spots, where crashes are most likely to occur, such as: (1) off to the side just in front of the cab, (2) just behind the side mirrors, and (3) directly behind the truck. Unaware of these trouble spots, other drivers may drive dangerously close. It's up to you to exercise caution before turning or changing lanes and to maintain a safe distance.
8. Reduce speed in work zones. Roughly one-third of all fatal work-zone accidents involve trucks. Make sure to take your time going through construction.
9. Load cargo wisely. The higher you stack cargo, the more drag on the truck. Stack cargo lower and spread it throughout the full space of the truck.
10. Reduce speed on curves. When driving a truck, there are times when the posted speed limit is too fast. Particularly on exit/entrance ramps, Box Trucks tend to tip over if they take curves too fast. On curves, set your speed far lower than the posted limit.
11. Adjust for road conditions, traffic, construction, weather. **Always drive in a manner appropriate for road and traffic conditions**, including but not limited to: (1) cut the vehicle’s speed down, as necessary for safety, in bad weather, such as by at least one-third on wet roads and at least one-half on snowy / icy roads; (2) allow more time for vehicle maneuvers in poor weather and/or heavy traffic (for example, leave blinkers on at least 5 blinks before changing lanes, and signal for turns well before slowing down); and (3) if you see other trucks pulling over in bad weather, consider doing likewise.

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