



## York University Driver Profile Form (Personal and Confidential)

**Driver:** Please complete and present this form to your immediate supervisor or department head/designate. The information requested is required to obtain insurance and verify insurance coverage in the event of an accident or incident resulting in a claim. Once you have been added to the Approved Driver's List, you will be insured any time that you are driving a York University vehicle that is being driven on University business.

If you have any questions, contact: Aliya Ramji, Risk Management Services (extension 22922).

**Supervisor/Department Head/Designate:** Please authorize this form and return to:  
Risk Management Services, Finance Department

### DRIVER INFORMATION:

	Last Name	First Name	Middle Initial
Name of Driver:			
Department:		Bus. Phone:	
Driver's Licence #:		Province/State of Issue:	
Expiry: (yyyy/mm/dd)		Class:	Requires Corrective Lenses:
			Air Brake Endorsement:

Type(s) of University vehicles driven: (Private Passenger/Van/Truck/Bus/Other):

### DRIVER RECORD:

Licensed since (year): \_\_\_\_\_

Current # of demerit points on your licence: \_\_\_\_\_ (Note: Drivers begin with "0" and accumulate points for convictions.)

Have you been involved in any automobile accidents in the previous 3-yr period?      Yes                      No

Do you have any impending driving infractions?                                      Yes                      No

Has your licence ever been suspended?  
(If yes, please provide a brief explanation on the nature of suspension below.)      Yes                      No

**Responsibilities as a York Driver :**

1. Drivers must have a valid driver's licence and the proper class of licence to operate the motor vehicle assigned to them. Failure to maintain a valid licence may invalidate coverage under York's automobile insurance policy should a claim arise and is a punishable offence under the Ontario Highway Traffic Act if convicted.
2. Drivers should immediately inform their supervisors of a significant change in their status as a driver – including but not limited to: suspension of driver's licence, increase/reduction in demerit points, need for medical review, corrective lenses, etc. This information must be communicated to Risk Management Services as soon as possible so that appropriate action can be taken with York's insurers.

**I certify that the information contained herein is true and accurate to the best of my knowledge. I give my permission to York University to retain, use and disclose this information for insurance purposes, including disclosing the information to its insurers from time to time and using the information to obtain a driver's record (abstract) from the Ministry of Transportation (both upon receipt of this application and periodically thereafter, as deemed appropriate by the University, to verify the driver remains in good standing).**

Driver's  
Signature: \_\_\_\_\_

Date  
Signed: \_\_\_\_\_

**THIS FORM **MUST** BE SIGNED BY A DEPARTMENT HEAD/DESIGNATE BEFORE FORWARDING TO RISK MANAGEMENT SERVICES.**

Departmental Signature  
for Authorization: \_\_\_\_\_

Date  
Signed: \_\_\_\_\_

Print Name of Departmental  
Signing Authority: \_\_\_\_\_

Expiry Date for this Driver Approval (if applicable): \_\_\_\_\_  
yyyy/mm/dd

**Conditions of Use of York University Vehicles (Owned or Leased):**

1. Use of University vehicles is limited to sanctioned University business only. Personal use of any University vehicle is strictly prohibited unless declared and agreed to prior to use by Risk Management Services.
2. Fines, and tickets associated with the use of a York University vehicle are the financial responsibility of the driver.
3. Permission to use the 407 Toll Road must be obtained in advance from the Department that will absorb the toll charge.