# SUPERVISOR DRIVER DESIGNATION AND AUTHORIZATION FORM

**Special Purpose Driving** is defined as travel covered by a university travel authorization; which may include travel for professional development, meeting attendance, workshops, conferences, etc.VSU Employees who are approved for special purpose driving shall be subject to annual training and be required to complete the Driver Acknowledgment Form on an annual basis.

**Routine Driving** is defined as employees who regularly drive both for travel and to complete job duties on campus and within Valdosta. Employees who routinely drive will be subject to annual training, annual completion of the Driver Acknowledgement Form and an annual MVR History check prior to operating a vehicle on USG/university business.

*Department Supervisors are responsible for determining which individuals in their departments (including full time, part time, and student employees) should be designated for Special Purpose Driving or Routine Driving.*

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| **Department Name & 7 Digit #:** | |
| **Superivisor Name:** | |
| **Phone #:** | |
| **Email:** | |

| **Employee Name (Per USG)** | **Employee 7 digit USG ID#** | **Position or Title** ***(Indicate if Student/GA)*** | **Designation** |
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| **Supervisor Signature:** | |