

## UNT Risk Management Services

### Supervisor Authorization for New Driver Request Form

This form can be processed electronically, there is no need to print it out. This form must be signed by the supervisor or authorized unit administrator of the employee listed in section A. Once completed please attach the electronic copy to the Risk Management Services (RMS) Driver Request form.

#### Section A Completed by Employee

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Employee Name

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Employee Department

#### Section B Completed by Supervisor

As part of obtaining permission to operate a university vehicle RMS requires your confirmation of the following:

1. You are the direct supervisor or authorized unit administrator of the individual listed in section A
2. Operating a university vehicle is directly related to fulfilling the job duties of the individual listed in Section A.

Your signature serves as a confirmation of the above information, but does not constitute an approval to operate a university vehicle.

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Supervisor/Unit Administrator Name

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Supervisor/Unit Administrator Signature

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Date