



Office of Security and Safety

900 N. Portland Avenue
Oklahoma City, OK 73107

P: 405.945.3253

www.osuokc.edu

Vehicle Authorization

The Faculty/Staff member whose signature appears below is authorized to use an Oklahoma State University-Oklahoma City motor pool vehicle. This vehicle is to be used for official business only.

In order to assist in keeping vehicles in good operating condition, when returning vehicle keys report any noticeable defects to the Office of Safety and Security.

I certify that I have a valid driver's license and will observe the following rules:

1. I will use the vehicle for Oklahoma State University-Oklahoma City business only.
2. I will observe all traffic laws.
3. I will wear a seat belt and require all passengers to wear a seat belt.
4. I will not allow an unauthorized person to drive the vehicle.

Failure to comply with these rules will be taken into consideration when determining whether an employee is within the scope of employment for purpose of tort liability in the event of a motor vehicle accident. Employees acting within the scope of their employment will ordinarily not be liable for damages in such cases.

Driver's License # _____ **State** _____ **Exp. Date** _____

Signature _____

SECURITY OFFICE USE ONLY

Received by _____ Date Received _____