



**East Texas Baptist University  
Approved Driver Request Form  
to Operate a University vehicle**

Please submit all driving requests to Martha Peden-Lane. If you have any questions please call Physical Operations at 903-923-2098.

Note: Before this form is submitted, the supervising vice president must sign the form giving approval before anyone is allowed to operate a University vehicle.

Department: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

Title or Position: (Faculty, Staff, Student, Graduate Assistant) \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Office Number: \_\_\_\_\_

Last four digits of Social Security Number: \_\_\_\_\_

Department Supervisor or Dean making request: \_\_\_\_\_

Date of request: \_\_\_\_\_

Assigned University vehicle: (circle all that apply)

Admissions/Recruiting Vehicle

Passenger Van

Please attach copy of driver's license to this form.

Authorized signature of department supervisor or dean: \_\_\_\_\_

Authorized signature divisional vice president: \_\_\_\_\_

(One of the following must sign this form before operating a University vehicle:  
Dr. Blackburn, Dr. Scott Bryant, Mr. Jeremy Johnston, Mrs. Becky Davis, Dr. Sanders,  
Mr. Ryan Erwin, Mr. Lee Ferguson)