



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

Please submit all driving requests to Martha Payne. 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. Bryant, Dr. Hadlock, Dr. Sanders, Mr. Erwin, Mr. Ferguson)