

**THE COLLEGE AT BROCKPORT LENS REQUEST FORM
(License Event Notification System)**

I, _____, hereby authorize Human Resources to verify my NYS driver's license information. This is a NYS DMV record check to determine my eligibility to drive a College leased/rented vehicle (van).

Information from NYS Driver's License:

New York State Driver's License ID # _____

Name: (First, Last) _____

Date of Birth: (Month, Day, Year) _____

Male/Female (circle): M F

Please circle the following to indicate status on campus:

Faculty/Staff

Student

Signature: _____ Date: _____

**** Please forward completed form to Office of Human Resources ****

CRITERIA FOR LENS CHECK:

- An applicant who is *less than 25 years of age and/or does not hold a valid New York State Driver's license* is not eligible to drive a van. Volunteers are not considered employees of SUNY College at Brockport and are not eligible to drive a van.

- An applicant would be precluded from operating a van if he/she:
 1. Has been convicted of any violation involving the use of alcohol or drinking or drugs while operating a motor vehicle in the past 36-month period.
 2. Has been convicted of more than three moving Vehicle and Traffic Law violations during the past 12-month period.
 3. Has been involved in two or more accidents that are recorded in the motor Vehicle Record during the past 24-month period.
 4. Has been convicted of reckless driving in the past 36-month period.
 5. Has been convicted of leaving the scene of an accident or failure to report an accident during the past 36-month period.
 6. Has been convicted of vehicular assault.
 7. Has been convicted of vehicular manslaughter.

The University reserves the right to deny a person the privilege to operate a State owned/leased van, whenever a determination has been made that such denial is in the best interests of the University.

Driving training (Van Safety II classroom and hands-on) must be completed to drive a van. The Office of Facilities and Planning will maintain a log of approved VAN drivers.