

LENS Request Form (License Event Notification System)

I, _____, hereby authorize Human Resources to verify my driver's license information. This is a DMV record check to determine my eligibility to drive a College/State owned, leased and/or rented Passenger car, van, truck and equipment vehicle.

Information from Driver's License:

Driver's License ID#:	Phone #:
Name: (First, Last):	Position Title:
Enter Date Of Birth (Month, Day, Year):	Reason for Request (Circle One): New Hire Student 15 Passenger Van Driver Other: _____
Male/Female (Circle one): M F	Supervisor:
Status on campus (Circle One): Faculty/Staff Student	Department:
Comments:	

Signature

Date

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

(All information obtained from DMV is held strictly confidential.)

CRITERIA FOR LENS CHECK:

- Applicant must have a valid New York State driver's license for operating a College/State owned, leased and/or rented Passenger car, van, truck and equipment vehicles.
- All offers of employment for any position that contains a qualification of a valid NYS Driver's License are conditional on successful completion of the LENS check.
- An applicant may be precluded from operating a College/State owned, leased and/or rented Passenger car, van, truck and equipment vehicles 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 College reserves the right to deny a person the privilege to operate a College/State owned, leased and/or rented Passenger car, van, truck and equipment vehicle whenever a determination has been made that such denial is in the best interests of the College.