

Procedure for Authorizing Usage of Government/College Vehicles

Authorization is required for any/all usage of government vehicles by non-employees (e.g. graduate students) to ensure insurance coverage.

The following specific information is required for this insurance coverage. Employees/students must be over 19 years of age to be eligible to drive NSAC/government vehicles. To apply for authorization to drive NSAC/government vehicles, please follow the procedure below:

1. Complete form entitled, "AUTHORIZATION FOR USAGE OF GOVERNMENT VEHICLES FOR NON-EMPLOYEES OF NSAC / NSDA" (attached below). All sections of the form *must* be completed, including your supervisor's signature at the bottom (Authorized Department / Manager).
2. Obtain a copy of your driver's abstract from the Registry of Motor Vehicles at Service Nova Scotia. There is a fee (currently \$16 plus HST). Individual departments may/may not compensate you for this fee. Consult your supervisor or Department Head.
3. Photocopy both sides of your driver's license.
4. If the individual requesting authorization to drive NSAC/government vehicles is under 25 years of age and has not completed a Defensive Driving course a part of the Nova Scotia Graduated Licensing System, a Defensive Driving course is mandatory (attach a copy of certificate, if not taken as a component of the Graduated Licensing System). Additional information on Nova Scotia Graduated Licensing System is available at: <http://gov.ns.ca/snsmr/rmv/licence/gradlic.asp>
5. Return all of the above completed paperwork to the Office of the Vice President Administration for signature and processing.
6. Should your driver's abstract / record not be acceptable, you will not be authorized to drive NSAC / Government vehicles.

NOTE: Non-Nova Scotia residents must have a valid Nova Scotia driver's license before becoming eligible to drive College vehicles. Non-Nova Scotia residents and International students are reminded that an out-of-province driver's license or International Driver's Permit is valid for 90 days from the permit holders *initial arrival date* in Nova Scotia.

**AUTHORIZATION FOR USAGE OF GOVERNMENT VEHICLES
FOR NON-EMPLOYEES OF NSAC / NSDA**

Authorization is required for any/all usage of government vehicles by non-employees to ensure insurance coverage.

The following specific information is required for this insurance coverage:

1) Name of Primary Operator (usual custodian of vehicle) _____

2) Details required for non-employee operators (list each separately)

a) Full Name _____

b) Date of Birth _____

c) Driver License Master Number (attach copy of Driver's license and abstract)

d) List of conviction/infractions (if any) _____

3) a) Specific purpose of non-employee's use of Government Vehicle: _____

b) Vehicle Identification: _____

c) Duration of authorization (not to exceed 12 months): _____

Authorized Department / Manager: _____

Approved (Director/VP Admin.): _____

Date: _____