



ALBUQUERQUE PUBLIC SCHOOLS
CITY CENTER FLEET POOL
DRIVER APPLICATION/CHECKLIST

Employee Name: _____ Employee No. _____

Location Name: _____ Position: _____

I hereby apply for permission to operate an APS City Center Fleet Pool vehicle. I will use the vehicle for official business only and will comply with all applicable State laws, local ordinances, district policies and procedures at all times.

 Employee Signature Date

Employees may not operate an APS vehicle without official authorization. Authorization to operate an APS vehicle requires permission as specified below:

1. SUPERVISOR

I authorize the above-named employee to operate an APS vehicle. I certify I have provided the employee training in the driving requirements specified in Procedural *Directive District Owned Vehicles* and the APS Employee Handbook.

 Authorized Supervisor Signature Date

2. RISK MANAGEMENT DEPARTMENT

- Employee has successfully completed APS Defensive Drivers Training
- Employee has been issued an APS Drivers Permit
- Employee has State of New Mexico issued drivers' license

 Risk Management Representative Signature Date

3. M&O FLEET MANAGEMENT

- Employee has been added to APS list of eligible drivers

 M&O Fleet Management Representative Signature Date

4. SCHOOL POLICE

- Employee has been added to list of City Center eligible drivers

 School Police Representative Signature Date

ALBUQUERQUE PUBLIC SCHOOLS

CITY CENTER FLEET POOL DRIVER APPLICATION/CHECKLIST

INSTRUCTIONS:

City Center employees must request permission to operate Fleet Pool Vehicles.

1. City Center employees must submit written application form to their supervisor, certifying they will use the vehicle for official business only and will comply with all applicable State laws, local ordinances, district policies and procedures at all times.
2. The employee's supervisor/manager must approve the application, certifying that they authorize the employee to operate an APS vehicle and that they have provided the employee training in the driving requirements specified in Procedural *Directive District Owned Vehicles* and the APS Employee Handbook.
3. The employee must take and pass the APS Driver Safety training program. Upon successful completion of the course quiz, the employee must take the quiz and their New Mexico driver's license to the Risk Management Department located at the Montgomery Complex to be issued an APS driver's permit.
4. The employee must then take their APS driver's permit to M&O Fleet Management to be added to the master list of APS drivers
5. The employee must then take the completed form to APS School Police to be added to the City Center list of authorized drivers.