

Albuquerque Public Schools

Application for Authorization to Operate a District-Owned Vehicle

I hear by certify that I have a valid New Mexico driver's license and meet the eligibility requirements to operate an APS vehicle as specified in the Procedural Directive District Owned Vehicles:

- A. My license is valid and is not currently suspended, revoked, or otherwise disqualified;
- B. I have not pled or been found guilty (including pleas of nolo contendere) of any of the following:
 - Any DUI/DWI conviction within the past 3 years;
 - Any conviction for reckless or careless driving within the past 3 years;
 - Any conviction for homicide resulting from the operating a motor vehicle;
 - Causing a fatal accident as the result of operating a motor vehicle;
- C. There has not been a judicial finding or decree of juvenile delinquency in the past 3 years as a result of any of the conduct described in paragraph B above; or
- D. I have not received more than 3 tickets for moving violations in the last 2 years.

I understand I must report to my supervisor any suspension or revocation of my driver's license and any change in my eligibility to drive an APS vehicle as described in A-D above.

I understand all vehicle accidents must be immediately reports to my supervisor, Risk Management and M&O Fleet Maintenance Department.

If involved in an accident while in an APS vehicle or if there is damage to an APS vehicle you are responsible to report it immediately to supervisor and have supervisor take you for a drug screen immediately.

I understand I must report to my supervisor any citations or tickets received while in an APS vehicle. I also understand drivers are responsible to pay any fines associated with citations or tickets received while in an APS vehicle – district funds are not to be used to pay fines.

I understand that my failure to comply with the requirements outlined above my result in the loss of my eligibility to drive an APS vehicle and could result in disciplinary action.

APS Employee Signature

Employee number

Send this signed application to M&O Fleet Maintenance Department.

Revised April 2014