



Otis College of Art and Design  
9045 Lincoln Boulevard, Los Angeles, California 90045  
Telephone 310 665 6800 Website www.otis.edu

### APPROVED DRIVER ACKNOWLEDGEMENT

I, the undersigned, \_\_\_\_\_ hereby warrant to have attained the age  
(print name)

of **eighteen** and have a current valid driver's license not under revocation or suspension. I confirm to understand and agree to abide by all traffic and driver regulations, laws, and ordinances while driving for Otis College of Art and Design (**Otis**). All persons in the vehicle I operate will wear seat belts.

I agree that I do not act as an express, implied, or apparent agent on behalf of Otis, its Board of Trustees, administrators, employees, assigns, or other agents (hereinafter "Releasees") and expressly warrant that I will make no representations to the contrary to any third party. I release Releasees from any liability and responsibility for injury, death, property damage, or other damages, costs, or expenses howsoever incurred that I may suffer as a result of transporting myself. I agree to hold harmless and defend Otis from and against any and all claims, actions, causes of actions, demands, liabilities, losses, costs, damages or expenses of whatsoever kind or nature, including attorney's fees - whether occasioned in whole or in part by the negligent acts, errors, or omissions or Releasees - sustained or allegedly sustained by any third party in the course of, or otherwise related to, my providing transportation.

For Otis owned or rented vehicles, Otis will maintain no less than California legally mandated minimum amounts of liability insurance, applicable for any accidents / injuries / damages incurred during Otis travel.

I, as an approved driver, agree to:

1. Consent to Motor Vehicle Record (MVR) checks or enroll in Employee Pull Notice (EPN) program.
2. Continue meeting standards of the approved driver status both prior to and following my initial approved driver confirmation and during subsequent annual renewal.
3. Promptly report to my immediate supervisor any traffic citation, and/or conviction or change in driver's license status, whether incurred during or outside driving for Otis activities.
4. Promptly report all accidents, including personal injury, to **my** immediate supervisor regardless of whether there is apparent damage and/or injury.
5. While driving my personal vehicle for Otis, I will maintain California legally mandated minimum amounts of liability insurance for my own vehicle, **I agree** to apply my personal auto insurance for any accidents / injuries / damages incurred during Otis travel and furnish on request a copy of my automobile insurance policy declaration page.

The undersigned certifies that all information provided to Otis is true and accurate to the best of his/her knowledge, and consents to a check through any State Motor Vehicle agency chosen by Otis.

Driver's Name (print): \_\_\_\_\_

Address / Telephone: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor / Manager (print name): \_\_\_\_\_

Sponsor / Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved Driver Acknowledgement**  
**Expiration date: September 1<sup>st</sup>, 2015**