Authorization and Payment Approval - Additional Drivers
(Student Organization Use of Northwestern University Vehicles)
Only group officers signed in with SOFO may submit this form to SOFO

This form is to be used to list additional drivers. It must be accompanied by the main form when submitted to Motor Pool.
Fax to (847) 467-2188 or Email to motor-pool@northwestern.edu

Reservation # ________________

Student Organization: ____________________________ SOFO Acct#: ____________________________

Rental Dates ________________ Destination (City/State) ____________________________

Driver #
Name ____________________________ Advisor approval: ________________
License No. ____________________________ Issuing State _________ Exp. Date ________________
E-mail Address ____________________________ Phone ____________________________

Driver #
Name ____________________________ Advisor approval: ________________
License No. ____________________________ Issuing State _________ Exp. Date ________________
E-mail Address ____________________________ Phone ____________________________

Driver #
Name ____________________________ Advisor approval: ________________
License No. ____________________________ Issuing State _________ Exp. Date ________________
E-mail Address ____________________________ Phone ____________________________

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Name ____________________________ Advisor approval: ________________
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Those driving University vehicles:
- Must be in possession of a valid drivers license whenever driving a University vehicle. Also, driver must report any change in status of their driving record immediately to the Office of Risk Management.
- Shall be alcohol and drug free. This includes prescription and non-prescription drugs that may impair a driver's judgment or other faculties.
- Are responsible to ensure that the vehicle is used only for University business. Drivers shall not pick up or transport family members, hitchhikers, friends, or any other person not on official University business.
- Are responsible for inspecting the vehicle prior to leaving the place where the vehicle is rented. Once the driver leaves the rental facility with the vehicle, any damages found are the responsibility of the renting party.
- Shall not operate a vehicle that the driver suspects is not operating properly. The driver shall park the vehicle and call NU Motor Pool (847-491-3560) to make appropriate arrangements so that the vehicle can be operated safely.
- Must only transport the number of persons for which there are seatbelts in the vehicle. All persons must wear their seatbelts.
- Must observe all traffic regulations. Drivers are personally responsible for any traffic citations (tickets) that may be issued as a result of operating a University vehicle.
- Must not drive when driving conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions).
- Are responsible for the security and safety of the vehicle until it is returned to the designated location at the University.
- May not drive more than four hours in a day and no more than two consecutive hours. All trips over two hours require at least two approved drivers.
- Shall not drive between 11:00 p.m. and 5:00 a.m. without permission from the Office of Risk Management.
- Must report all accidents to the Office of Risk Management (847-491-4334) within 24 hours. Any accidents that result in any personal injury or any vehicles requiring towing must be called in to the Office of Risk Management immediately. Accidents not completely reported to the Office of Risk Management will result in $1,000.00 deductible applied and will increase by $500.00 every day after the first 24 hours the accident is not reported.
- No vehicle seating more than a driver and seven passengers will be used for University business unless approved by the Office of Risk Management.

- The use of 15 passenger vans is strictly prohibited.
- Vehicle usage for extra-curricular activities shall not cause students to miss class time.
- Vehicles shall not be operated out of a 150-mile radius during the week. On the weekends, the operating radius is extended to 300 miles with an overnight stay.
- University vehicles are to be used only for University business.
- No vehicle may be driven more than ten hours in a day without permission from the Office of Risk Management.
- All vehicle occupants must wear their seat belts at all times.
- Adequate vehicle security shall be exercised at all times and locations.
- The use of motorcycles is prohibited.

Additional Page

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