

REQUEST TO SERVE AS AN INCIDENTAL MOTOR VEHICLE OPERATOR

As an employee or representative of the Natural Resources Conservation Service, General Manual (GM) 360, Part 420, Subpart O, requires that I supply the following information for review in order to operate a government owned or leased vehicle:

1. Current valid driver's license number and state issued:
2. List of arrests and convictions for violation of motor vehicle laws (excluding non-moving traffic violations) in the past five years, if any:
3. Suspensions or revocations of license or agency driver authorization in the past five years:
4. Motor vehicle accidents in the past five years:

I have fully reviewed General Manual 360, Part 420, Subpart O, and understand my responsibility to notify my immediate supervisor of any moving traffic violations, suspensions or revocations of my state driver's license. Failure to report these incidents will result in disciplinary action. I also certify that the above information is accurate and correct to the best of my knowledge.

Employee's Signature and Title

Duty Location and Date

APPROVAL TO OPERATE A GOVERNMENT OWNED/LEASED VEHICLE

I have reviewed this request for authorization to operate a government owned/leased vehicle; and have determined that _____ has a valid driver's license and is physically able to operate a motor vehicle. Therefore, this request to become an incidental motor vehicle operator is approved.

Supervisor's Signature

Date

NOTE: The supervisor will retain the original.