STATE OF LOUISIANA
DRIVER AUTHORIZATION FORM

TO BE COMPLETED ANNUALLY, UPON CHANGE OF STATE OF ISSUANCE, CLASS OF LICENSE, AND/OR DRIVING RESTRICTION CHANGE

Agency: ___________________ 
Employee Name: ___________________ Employee Number: ___________________
Immediate Supervisor: ___________________ Driver Training Course (MM/DD/YY): ___________________
Drivers License Number: ___________________ State of Issuance: ___________________

AGENCY HEAD OR DESIGNEE AUTHORIZATION

By executing this document, I have reviewed the Official Driving Record and Driver Training Course dates and have confirmed the information to be current and in accordance with the ORM Loss Prevention requirements.

My signature authorizes the aforementioned employee to drive the following on state business as required (check all that apply):

________ STATE VEHICLE
________ RENTAL VEHICLE
________ PERSONAL VEHICLE (The “Private Vehicle Insurance Declaration” must be signed prior to Authorization).

__________________________________________ ______________________________
AGENCY HEAD DATE OF AUTHORIZATION
(or designated individual)

EMPLOYEE ACKNOWLEDGEMENT/AUTHORIZATION

This is to certify that as a condition of driving my personal vehicle on state business, I have and will maintain at least the minimum liability coverage as required by LA. R.S. 32:900 (B) (2).

I understand that the use of my vehicle on state business requires prior written authorization from my supervisor or agency head.

Further, by signing this document, I agree to notify my agency in writing should any of the following change on my license: Drivers License No., State of Issuance, Class of License or Driving Restrictions.

I authorize my agency to obtain access to my Official Driving Record (ODR) as necessary to comply with the State’s Loss Prevention Program.

My signature on this document shall remain in effect until revoked by the agency or until a new form is executed.

__________________________________________ _________________
EMPLOYEE SIGNATURE DATE

07/01/2011
07/01/2011
DA 2054