



University Corporate Insurance

New Drivers of University Vehicles

The following information is required for all new drivers of University vehicles. The University self-insures for collision/comprehensive and requires this information to determine whether individuals are eligible to drive university vehicles. Please complete the following and return it to the Corporate Insurance office – Support Services Building, Room 5100. (If you have any questions about the collection, use or disclosure of this information, please contact the Corporate Insurance Administrator at 519-661-2111 ext. 85536)

The following department, _____, requests that the person named below be added to our list of university drivers.

Driver Information:

Name: _____

Home Address: _____

Driver=s License Number: _____

How long have you been licensed to drive? _____

Have you had an accident in the last 6 years? _____

Have you had any driving convictions in the last 6 years? _____

Are you presently insured on other automobile insurance policies? Yes No

(Answer only if driving a truck or towing trailer) What experience do you have driving this kind of vehicle?

Driver signature: _____ Date: _____

Department Approval (Please Print)

Department Approval Signature

Note: The University provides our Insurance Broker with a list of all university drivers.

An out-of-province driver's license is only valid for 3 months. If a Western staff member is working and driving a UWO vehicle past the 3 months from when they resided in Ontario, then they must obtain a valid Ontario driver's license in order to be insured.