

Transportation Services Bureau

UNIVERSAL AUTHORIZATION

TRANSPORTATION REQUEST FORM

Requesting Agency: _____

Agency Number: _____

The signatures below certify the following:

Approval is granted for the rental and use of all rental vehicles requested from the Transportation Services Bureau (TSB) by Employees and authorized agents of the agency specified.

Acknowledgement of awareness and understanding of the Driver Requirements which must be met by all State employees and authorized agents, who operate Transportation Services Bureau vehicles.

Driver Requirements

1. Drivers must have a valid Driver's License
2. Drivers must successfully complete a TSB approved Defensive Driving Course
3. The use of the vehicle must be approved by the Driver's agency

This Universal Authorization will be kept on file by TSB and will replace the individual Transportation Request Forms required for each vehicle rental.

Agency Director *(signature)*

Date

Agency Vehicle Coordinator *(signature)*

Date

Accepted *(TSB Administrator)*

Date