

Sample Acknowledgement of Driving Restriction for State, Rental and Personal Vehicle Instructions

CURRENT VERSION OF FORM: 11/2013

Purpose:

- To document employee's acknowledgement of driving restriction for state, rental, or personal vehicle due to flags or invalid or expired driver's license.

Preparation:

- Letter must be typed or completed in blue or black ink. Pencil entries are not acceptable.
- **All entries must be clearly and legibly written or typed.**

Instructions:

- Upon completion of a memorandum from the Fleet Coordinator advising employee of flags, invalid or expired driver's license, the Fleet Coordinator presents the acknowledgement memorandum to employee for signature.
- **The first sentence must be changed to cite the specific flag or driver's license issue.**
- **Include the names and titles of all staff copied.**

Disposition:

- Upon signature, copies are distributed to the employee and designated staff.

Retention:

- Original is kept by supervisor in employee's personnel file.
- Copy must be kept with safety audit files for current fiscal year, plus 5 additional fiscal years.