

DRIVING RECORD TRANSCRIPT AUTHORIZATION

I, _____, as a condition of operating a Spotsylvania County or volunteer owned motor vehicle, or vehicle rented/leased by Spotsylvania County or a volunteer County agency, or my own vehicle upon the highways of the Commonwealth while engaged in the scope of my duties on behalf of Spotsylvania County do hereby authorize the County of Spotsylvania, or its authorized agent, to obtain copies of my Motor Vehicle Record and Driving History as such is maintained by the Division of Motor Vehicles. I further understand that this release shall be in force throughout the tenure of my employment/volunteer service and my Motor Vehicle Record and Driving History may be obtained and reviewed periodically without notice to me.

I further agree to report to my supervisor within twenty-four hours of an occurrence any license suspensions, accidents, or driving offenses for which I have received a court summons, and to immediately report any other condition that may affect my ability to operate a motor vehicle on the highways of the Commonwealth.

I understand that the County will use this information for purposes of verifying my continued driving eligibility and continued employment/volunteer service with the County only and will not furnish such obtained information to a third party without my written consent.

I agree to release Spotsylvania County, its officers and employees, and those who supplied the information, from any liability and for any damage which may result from the dissemination of my Motor Vehicle Record and Driving History as provided for in this release.

_____ Print Name	_____ Date of Birth
_____ Drivers' License Number	_____ State of License
_____ Signature	_____ Date
_____ Agency Affiliation	_____ Date

All Motor Vehicle Record and Driving History reports are confidential and will be disclosed only as required by law or, as appropriate, to those with a legitimate reason to know, including, but not limited to, Department Chief, County Attorney, Department of Human Resources, and/or supervisors.

Motor Vehicle Records and Driving History reports will be kept in the Department of Human Resources employees Human Resources file.

(Revised 01/21/10)

Cc: Employee