

# U.S.C. VEHICLE MANAGEMENT DRIVING RECORD COVER FORM (TS-100)

**COMPLETE AND ATTACH TO CURRENT, CERTIFIED COPY OF DRIVING RECORD**

**Permanent faculty and staff with a SC license** will remain in our database and do not need to resubmit a driving record

**Students, temporary employees, or employees** with an out-of-state license are approved for the current school year. Any of these who submits a TS-100 form and certified driving record on or after June 1 will be approved to drive through August of the following year.

YES      Selecting "YES" signifies that you have read and understand the statements above

Department name: \_\_\_\_\_

Account/fund: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Driver's full name: \_\_\_\_\_

License number: \_\_\_\_\_

State: \_\_\_\_\_

Commercial license (CDL)?    Yes              No

Date of birth: \_\_\_\_\_

Employment classification: \_\_\_\_\_

<b>Permanent faculty/staff:</b>	no territorial limits
<b>Temporary staff:</b>	no territorial limits
<b>Grad student:</b>	no territorial limits
<b>Undergrad student:</b>	may operate a University vehicle outside the general locality of any USC campus when the vehicle is being used for official University and student government business or when an advisor is present and the vehicle is being used for student activities