

Operating Vehicle for Business Purposes Rental Car  
(Please complete and return this form to [rfhr@odu.edu](mailto:rfhr@odu.edu))

Name:

UIN:

Driver's License Number:

State Issuing Driver's license:

Personal Auto Insurance Company:

Do you have any moving driving violations: Yes                      No

If yes, please provide the date(s) of conviction(s) and charge(s):

I authorize the release of the above information and understand Old Dominion University Research Foundation and/or Travelers Indemnity Company of Connecticut may use this information to obtain a driving record. Information released to ODU Research Foundation will determine whether the employee is or is not eligible as a driver with this policy. If not eligible, insurance must be purchased when renting a car, paid at the driver's expense.

Employees are always required to follow all state mandates when operating any vehicle owned, leased or rented. All employees are required to wear a seat belt. The use of communication devices when operating any vehicle is strictly prohibited, including cell phones.

Signature

Date

\*This agreement is valid for 1 year after submission\*