



USC Vehicle Management

Driving Record Cover Form (TS-100)

Complete the following fields and attach your **official** driving record, obtained within **the last 30 days** for driver authorization. Send completed TS100 form and driving record to 703 Pendleton St. or via email to Gail Chisholm - chishogd@mailbox.sc.edu. Your supervisor will receive your authorization letter with your generated driver PIN when you have been approved.

Permanent Fac/Staff with a SC driver license remain in our database and require only one-time submission of driving record.

Temporary Employees, Students, or, Employees with an out-of-state license are approved for the current academic year only. These classifications require a renewal driving record to be submitted at the start of the academic calendar year.

Driver's Full Name: _____

Department Name: _____

Account & Fund Code: _____

Driver's License Number: _____

State: _____

Date of Birth: _____

Commercial License (CDL)? Yes No

Supervisor: _____

Supervisor Phone and Office Building: _____

Employee Classification

Permanent Fac/Staff

Temporary Staff

Grad Student

Undergrad Student

Advisor must be present for any off-campus University business operations.

Internal Use Only

PIN # _____

APPROVED UNAPPROVED

Date _____

Signature _____