



# 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 Erica Roy- [eroy@mailbox.sc.edu](mailto:eroy@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 \_\_\_\_\_