Employee Release for DGS to Obtain Driver Record Information

I authorize the Department of General Services (DGS) to enroll me in the Department of Motor Vehicle's Driver Alert program. This program monitors employee driving records and notifies the employer if the employee receives a DUI or reckless driving conviction or if driving privileges are suspended, revoked, or disqualified. This will ensure DGS is aware of serious driving violations for employees whose positions require driving vehicles which could affect their ability to legally and safely fulfill job requirements and help reduce the risk of accidents, injuries, and liability for the Commonwealth.

DGS is further authorized to conduct annual or more frequent verifications of my official driving record as deemed necessary to fulfill my job requirements while employed with DGS. I authorize the Department of Motor Vehicles to furnish information pertaining to my driving record to the Department of General Services for the duration of my employment with DGS.

I understand that in accordance with DGS Policy HR-8, Background Investigations, I am required to immediately notify my supervisor of <u>any</u> criminal conviction and <u>any</u> driving-related conviction. I am also required to notify my supervisor if driving privileges are suspended, revoked, or disqualified. Employees who fail to make notifications will be subject to discipline for both failure to follow policy HR-8 and for the criminal driving issue itself.

NAME: (*Please print*)	DATE OF BIRTH:
EMPLOYEE ID #:	DRIVER'S LICENSE #:

SIGNATURE:_____ DATE:_____

Rev. 9/16