



Department of Environmental Safety & Security Authorized Driver Checklist

Authorized Driver List Annual Review

Inspector Name:

Date:

Time:

Location of Inspection:

Review Authorized Driver list and update accordingly to reflect new hires/retirees/former employees/etc.

- * Inspections must be conducted on an annual basis
- * Maintain checklist as documentation of this requirement

Authorized Driver Checklist	Pass	Fail	N/A	Comments
A. Authorized Driver List Review				
I. Review the authorized driver list and add/remove employees as necessary				
B. Vehicle Use Agreement Form				
I. Ensure that each driver listed on the updated authorized driver list has signed a Vehicle Use agreement form.				