



Georgia Department of Human Services
Aging Services | Child Support Services | Family & Children Services

Form 101-1 Driver Acknowledgment Form

(Adapted from the DOAS RMS101-1 Form)

Before operating a vehicle for state of Georgia business, employees must use this form to certify that they are qualified to safely operate the vehicle. Employees who drive on state business, regardless of the frequency, must use this form to recertify every 12 months.

By signing this form, I authorize the retrieval of my driving history and also certify that I am qualified to safely operate a vehicle for state business.

I specifically certify the following: *(Please initial on each applicable line.)*

_____ I have a valid license for operating the vehicle.

_____ I do not currently have more than 6 points on my driver's license.

_____ I agree to use vision correction measures while operating the vehicle, if required by my driver's license.

_____ I agree to report any ticket or warning that I receive while operating the vehicle on state business.

_____ I do not have pending charges, or a conviction within the past 6 months, for any of the following offenses, and I agree to immediately notify my supervisor using Form RMS101-2 should I be charged with one or more of these offenses:

- Driving Under the Influence,
- Leaving the Scene of an Accident,
- Refusal to take a Chemical Test for Intoxication,
- Aggressive Driving or Exceeding the speed limit.

_____ I agree to notify my supervisor of any changes involving the above initialed items before I operate a vehicle for state business.

_____ I agree to notify my supervisor using Form RMS101-2 immediately upon License Suspension, Revocation, or Expiration.

_____ I have reviewed and understand Form RMS101-4, *Driver Safety Tips*.

DRIVER'S LICENSE INFORMATION (please print)					
First Name	Middle Name	Last Name	Date of Birth	License #	State

Signature

Date

Original to Supervisor File -- Copy to Employee -- Copy to Human Resources