

AUTHORIZATION FOR COBB COUNTY EMPLOYEES
PERIODIC DRIVER HISTORY CHECK

The Cobb County Safety Handbook *Motor Vehicle Report* (IIIA3+4) states as follows: "Driving records of any County employee before he or she operates a County vehicles or who have been provided a County vehicle will be checked once each calendar year. All records will be submitted to the employee's department head for review and will be maintained as part of the employee's departmental personnel file. Any employee whose MVR is to be obtained must sign a written release. Alternatively, an employee at his/her own expense, may provide his/her own MVE within five (5) days of being requested to do so to his/her department head. An employee who refuses to provide the release form or who refuses to obtain his/her own MVR, will be suspended without pay for a period of up to five (5) days and will be terminated after that time if a written release and/or the employee's own MVR is not provided."

RELEASE

As a Cobb County employee who will operate a county vehicle or who has been provided a county vehicle, I acknowledge that my driver history must be checked every year for employees with commercial drivers licenses and every two-years for all other employees that drive. I hereby authorize and release the State of Georgia Department of Driver Services and the Georgia Technology Authority to access my driver history record and provide a record of that history to the Cobb County, my Department Head, and/or his/her designee.

With my signature I am authorizing my driver history to be checked by Cobb County.

PRINT FULL NAME _____
(Including maiden name or other previously used names)

Driver's License No. _____ State _____ Date of Birth: _____

Does this employee drive a commercial vehicle? (Circle one) Yes No

Date

Employee's Signature

Date

Witness Signature

OR

I, (*print full name*) _____ do not drive a county vehicle at this time, thus my driver history should not be run. I understand that it is my responsibility to contact my Department of Human Resources Representative if my job changes and I am assigned to drive a county vehicle or have an occasion to drive a county vehicle. I understand that if I drive a county vehicle without having my driver history checked, it could result in disciplinary action.

Date

Employee Signature

Date

Supervisor's Signature