



Release Authorization for College-Sponsored Travel/Activities

To: Human Resources Date Submitted _____

From: _____ Departure Date _____

Purpose of Trip _____

All drivers of Mitchell Community College and personal vehicles traveling while on College-sponsored travel/activities are required to maintain a valid driver's license with a satisfactory driving record with no major convictions in the past year.

I do hereby authorize Mitchell Community College to conduct an investigation into my motor vehicle driving record.

Furthermore, I release, indemnify, and forever hold harmless Mitchell Community College or their agents from any and all claims and/or liabilities that may arise as a result of this investigation. Further, I release, indemnify, and forever hold harmless any person, corporation, company, institution, or individual and their agents and assigns that may act upon the authority of this release.

Attach photocopy of valid driver's license and auto registration card to this form.

Driver's Full Name **(Please Type/Print)**

Driver's Signature