

**TOWN OF GLASTONBURY**  
**MOTOR VEHICLE REPORT DISCLOSURE AND RELEASE**

Vehicle accidents may result in injury to you or others and are costly. It is the driver's responsibility to operate a Town of Glastonbury vehicle or a personal vehicle while on Town business, in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Town of Glastonbury endorses all applicable state motor vehicle regulations relating to driver responsibility. Drivers are expected to drive in a safe and courteous manner.

Employees must have a valid and current Driver's License to operate a Town vehicle, or a personal vehicle with current auto insurance while on Town business. Any employee who has a Driver's License revoked or suspended shall immediately notify his/her supervisor. Drivers must immediately report all ticket violations received during the operation of a Town vehicle, or while driving a personal vehicle on Town business, to his/her supervisor.

The Human Resources Department will review motor vehicle records including accidents, moving violations, etc., to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving.

By signing below, you authorize procurement of a Driver's History Report. This authorization shall remain on file and shall serve as ongoing authorization for the Town of Glastonbury to procure MVR reports at any time during your employment period.

\_\_\_\_\_  
Print Employee's Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License Number State

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**THE PROCUREMENT OF THE ABOVE MENTIONED INFORMATION WILL BE UTILIZED FOR EMPLOYMENT PURPOSES ONLY.**