



Department of Human Resources
505 Ramapo Valley Road, Mahwah, NJ 07430-1680
Phone (201) 684-7506 Fax (201) 684-7508
www.ramapo.edu

Memorandum

To: _____ **From:** Director of Human Resources

Re: DRIVER'S LICENSE EXTRACT **Date:** _____

Your position has been identified as one required to operate a motor vehicle as part of the job duties. As a result, the College will be conducting a driver and/or vehicle record check with the Department of Motor Vehicles.

This record will be maintained in the Department of Human Resources. You have the right to see what information was obtained. You have the right to protest the information in the records with the Department of Motor Vehicles.

A driver's license valid in the State of New Jersey is a condition of employment in connection with your position at the College. Please be aware that your continued employment is contingent upon the Extract certification indicating that your past driving record is good and that your license is currently in good standing. If, during the course of your employment at the College, your driver's license is ever suspended or revoked, or you should, in any way, either permanently or temporarily lost your driving privilege in the State of New Jersey, it is your responsibility to immediately notify your supervisor and the Director of Human Resources of this fact.

To signify that you have been informed of these College requirements, kindly sign your name and complete the information below.

Signature of Applicant/Employee

Title

Date

Distribution: Employee
Personnel File
Unit Director