



Department of Human Resources

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[www.ramapo.edu](http://www.ramapo.edu)

# Memorandum

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**From: Director of Human Resources**

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**Re: DRIVER'S LICENSE EXTRACT**

**Date: February 8, 2016**

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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 on an annual basis.

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 lose your driving privileges in the State of New Jersey, it is your responsibility to immediately notify your supervisor and the Director of Human Resources.

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

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Please Print Employee Name

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Signature of Applicant/Employee

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Title

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Date

Distribution:

Employee Letter File  
Unit Director