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| **Initiated by:**   **Date**:  |
| **Driver Name**:  **Employer** **ID#**:  |
| **Department or Division**:  |
| **Supervisor Name**:  |
| **Supervisor Phone #:**  **E-Mail Address**:  |
| **Reason For Request:** (Please attach a copy of the citation and/or a copy of the Motor Vehicle Record) |
| **Driver Justification Statement Requesting Driving Privileges**:(Please attach a copy of the citation and/or a copy of the Motor Vehicle Record) |
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| **Supervisor Justification Statement Review Date:**  |
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|  **Signature Date**  |
| **ASEDRA Administrator Name:**  **Review Date:**  |
| **ASEDRA Points:**  | **VIRC Points:**  | **Total Points:**  |
| **ASEDRA Reported Driving Violations and Status** |
| **ASEDRA-Change in status Date:**  | **VIRC-Change in status Date:**  |
|  **ASEDRA Coordinator Signature Date** |

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| **Division/Assistant Director Recommendations:** |
| **Reinstate Driving Privileges:**  **Division/Assistant Director Signature Date** |
| **Director’s Decision:** |
| **Reinstate Driving Privileges:**  |
| **Driver is allowed to drive between the hours of**  **to**  |
| **From the date of:**  **To the date of:**  |
|  **Director’s Signature Date** |

**Acceptance of Terms of Restricted Driving Privileges**

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| I agree to comply with the above driving limitations authorized by the agency director. I will report any additional activity recorded on Motor Vehicle Record to my supervisor within twenty-four (24) hours of any action occurring. I understand driving for the State of Arizona is a privilege and not a right and will comply with all policies and rules defined in the [Agency’s] Motor Fleet Safety Policy.I understand my Motor Vehicle Record will be reviewed monthly. |
|  **Driver Signature Date** |

**Supervisor’s Acknowledgement of Terms for Authorizing Driving Privileges**

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| I have read the restrictions that are being placed on this driver and agree to comply with all terms and conditions of the agreement. |
|  **Supervisor Signature Date** |

(Return Original to Agency ASEDRA Administrator, with a Copy to HR)