



Parking and Transportation Services

UNIVERSITY OF SOUTH CAROLINA

Driving Record Cover Form (TS-100)

Complete the following fields and attach your official driving record, obtained within the last 30 days for driver authorization. Send completed TS100 form and driving record to 411 Huger Street, or via email to:

Gail Chisholm - chishogd@mailbox.sc.edu.

Your supervisor will receive your authorization letter with your generated driver PIN when you have been approved.

Permanent Fac/Staff with a SC driver license remain in our database and require only one-time submission of driving record.

Temporary Employees, Students, or Employees with an out-of-state license are approved for the current academic year only. These classifications require a current driving record to be submitted at the start of the academic year.

Driver Information

Driver's Full Name	
Department Name	
Department Number (6 digits)	
Driver's License Number	
State of Issuance	
Date of Birth	
Commercial License (CDL)?	Yes No
Supervisor	
Supervisor Phone and Office Building	

Classification

Permanent Fac/Staff	
Temporary Staff	
Grad Student	
Undergrad Student	

For Internal Use Only:
PIN: _____
APPROVED DISAPPROVED
Date: _____
Signature: _____

Undergrad Students – Advisor must be present for any off-campus University business operations