### Complete the “nature and purpose” section at the bottom of page 1. Make sure to fill out all of the following sections:

1. Indicate whether the driver is a volunteer or an independent contractor employee.
2. Purpose: List the reason(s) the driver will need to drive a state vehicle.
3. Location: List the cities, towns, counties, etc., where the driver will be driving the state vehicle.
4. Dates Requested: List the time period(s) the driver will be driving the state vehicle. Note: The maximum length of request is one year. Any request exceeding one year must be renewed annually by submitting a new Non-State Driver Agreement Form.

### II. Complete the “Requesting Department” section on page 2

* 1. This section should be completed by the agency requesting the approval for a non-state driver.

### III. Complete the “Driver” section on page 2

* 1. This section should be completed by the driver needing approval as a non-state driver. If there are multiple drivers with the same duties, complete page 3 of the form.

### VI. Submit the completed form to the Office of Facilities & Property Management email (mona.flower@ks.gov), postal mail, inter-office mail, or fax to (785) 296-3456. If mailing, send to: Office of Facilities & Property Management, 700 SW Harrison, Suite 1200, Topeka, KS 66603.

V. Wait for OFPM approval

1. The Director of Facilities & Property Managementor the Director’s designee will sign in the “OFPM Approval” section once the driver(s) has been approved. The form will then be sent back to agency by either mail or fax.

Please allow Facilities & Property Management sufficient time for the form to be processed. If any part of the form has not been filled out completely or not completed satisfactorily, it will be returned back to the agency for further completion. If there are any questions on how to complete the form, or for general questions about the Non-State Driver Agreement, please contact Facilities & Property Management at (785) 296-8070.