

# 東海大學

# 學年教職員通行證申請表

## Application Form for Vehicle Pass for Faculty and Staff Members

申請日期： 年 月 日 Date:

(請雙面列印)

申請人姓名 Name		任職(退休)單位 Dept./Office	
身份類別 Identification	<input type="checkbox"/> 榮譽教授 Honorary Prof. <input type="checkbox"/> 退休教員 Retired Faculty <input type="checkbox"/> 退休職員 Retired Staff <input type="checkbox"/> 下學期兼任教員 Part-time Faculty		
申請人 駕照號碼(或身分證) Driver's license NO.		通行證證別 Vehicle pass	<input type="checkbox"/> 汽車 Car <input type="checkbox"/> 機車 Motorcycle
費用 Fee		已申請張數 Number of previously applied vehicle passes.	汽車 Car   張、機車 Motorcycle   張
電話 Telephone No.		行動電話 Cellphone No.	
電子信箱 Email address		住校 Residence on campus	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No
車牌號碼 License plate No.		車主姓名 Name of vehicle owner	
車籍登記 Vehicle details	<input type="checkbox"/> 本人 Personal <input type="checkbox"/> 親屬關係 Relatives/說明 Explanation : <input type="checkbox"/> 公司行號 Company <input type="checkbox"/> 租賃期限 Deadline of rent :		

下學期兼任課程名稱 Course for next semester :

請檢附相關資料如下學期聘任之會議記錄

提前申辦原因 Reason for application in advance :

系主任簽章：

院長簽章：

Signature of Chairman

Signature of Dean

其他原因：

承辦人：

單位主管：

### 個人資料蒐集、處理、及利用告知事項

本人已詳讀說明及個人資料蒐集、處理、及利用告知事項,並願依「東海大學車輛通行證申請暨使用辦法」、及「東海大學校區車輛管理辦法」相關規定使用, 未依規定使用將罰款及影響下學年申請權限。 I agree to obey the rules. If found in violation of the rules, I will forfeit my right to apply for future vehicle passes.

申請人 簽章處 Signature of applicant		備註 Remarks	
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通行證(含歸還證件) 簽收人簽章(含日期)： \_\_\_\_\_

Please sign here after receiving the pass.

通行證號 (由事務組填寫 Remarks by Business Section) :

說明：

- 1.車輛通行證系統之身分類別無法以現職或退休教職員身分登錄者，且符合本校教職員通行證申領規定者，請填具本申請表並檢附本人駕照、行照，由單位經辦人以系統之身分類別選擇其他身分登錄於系統及上傳如上佐證資料送出申請後，檢附本表及費用送交總務處事務組辦理。
- 2.請依規定停放於停車格內，停放愛心車位者請出示相關證明，並置放於明顯處，以利辨識。
- 3.車輛通行證如有以下情形之一者，自行及轉借他人使用、影印、變造、塗改、車號不相符、虛報遺失，經查屬實將取消通行證資格並依法究辦。
- 4.本通行證有效期限：專任教職員2學年有效（8月1日至後年7月31日止）。兼任教員當學年有效（8月1日至次年7月31日止）。
- 5.請詳閱本校「車輛通行證申請暨使用辦法」、「校區車輛管理辦法」及「停車收費要點」，並依規定使用。

### **【個人資料蒐集、處理、及利用告知事項】：**

本申請表所蒐集之各項個人資料(類別 C001,C003,C023,C039,C051)僅為身份確認及於通行證有效期限內作為校園交通管理之用，申請人填妥資料，審核單位驗證無誤時後，所有檢附證件於核畢後歸還。您可自由選擇是否提供上述資料，但若資料不完整時，將無法受理申請。資料提供後，保存2年後銷毀，您可依個人資料保護法第三條規定行使當事人權利，如有疑問請洽本校總務處事務。(Tel:23590216)。

#### **Notices:**

1. If you are unable to register as a current or retired faculty member in the vehicle pass system, and meet the requirements for applying for a staff pass of the University, please fill in this application form and attach your driver's license and driving license, and the person in charge of the unit will log in to the system with the identity category of the system and upload the above supporting information to send the application, and then attach this form and fee to the Affairs Section of the General Affairs Office for processing.
2. Please park in accordance to the regulations, and those who park in the priority parking space should show the relevant certificate and place it in a conspicuous place for identification.
3. The vehicle number of this certificate must be consistent with the license plate, and it shall not be transferred, lent, altered or falsely reported lost. Violators will be withdrawn on the spot and the right to apply again will be stopped.
4. Validity period of the pass: Full-time Professor are valid for 2 academic years (August 1, to July 31 the year after next).Part-time Professor are valid for the academic year (from August 1 to July 31 of the following year).
5. Please read the "Vehicle Permit Application and Use Regulations", "Procedure for Campus Vehicle Management" and Parking fee Points of Tunghai University "Please use in accordance with regulations.

### **Notices for Personal data required :**

The personal data in this application form (category C001,C003,C023,C039,C051) is for identity confirmation only. All attached documents will be returned after receiving the pass. You have the right to choose whether or not to provide such data. If the data is incomplete, the application will not be accepted. After the data provided, we will keep them for 2 years then destroy it. You can read about your rights under Article III of Personal Data Protection Law and if you have any questions, please feel free to contact Business Section of General Affairs Office (Tel:23590216).