

ARCADIA UNIVERSITY VEHICLE USAGE AGREEMENT

As a function of your employment at Arcadia University, you may be asked to drive University vehicles or a privately owned vehicle used for University business. ***Improper use or dangerous operation of any vehicle used for Arcadia University business may result in revocation of your University driving privileges. It may also result in disciplinary action leading up to and including termination of employment.*** Your signature below verifies that you understand the obligations outlined in the vehicle usage agreement and you agree to comply with them.

I, _____ (the Driver) agree that I will:

1. Have a valid driver's license.
2. Use University vehicles for authorized business only.
3. Not permit any unauthorized person to drive the vehicle.
4. Use seat belts or other available occupant restraints and require all occupants to also use occupant restraints, in accordance with state laws and not operate the vehicle unless all occupants are wearing the appropriate restraints.
5. Operate the University vehicle in accordance with University regulations and know and observe all applicable traffic laws, ordinances and regulations.
6. Assume all responsibility for any and all fines or traffic violations associated with my use of a University vehicle or privately owned vehicle on University business.
7. Operate University motor vehicles or personal vehicles being used in conducting of University business so as to reduce the likelihood of accidents and ensure the safety of the University employee, passengers, public and University property; use safe driving principals, practices and techniques at all times.
8. Not drive under the influence of drugs or alcohol (except any medications as long as they do not impair driving ability or cause drowsiness).
9. Not transport unauthorized passengers such as hitchhikers, family or friends.
10. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
11. Not drive the vehicle at speeds that are inappropriate for road conditions.
12. Not drive the vehicle "off road".
13. Before leaving the parking area or garage, inspect the vehicle for safety concerns, checking tires, wipers, lights and other safety equipment for observable defects. Report any defects immediately to your supervisor to determine if the vehicle is safe to operate.
14. Immediately report all accidents or violations to your supervisor.
15. Immediately report to your supervisor and the University's Insurance Administrator any changes in driving status that place the driver outside the University's driving qualifications. Examples include any moving violations on a license, or suspension or revocation of a license.
16. Be subject to applicable disciplinary procedures for violations of University policy or rules.

Driver's Signature

Date

Driver's Printed Name