

Driver Agreement to Terms, Conditions, Rules and Regulations

The colleges have adopted a basic set of safety rules which all drivers must agree to as part of the credentialing process. Drivers are expected to drive safely at all times. Other rules listed on the credentialing form include administrative rules.

Driving a College vehicle, rented vehicles, a personal vehicle or other vehicles on behalf of the College is a privilege, not a right. The safety of passengers, pedestrians and others is every driver's highest priority. The following rules are included by reference on the credentialing form and, by submitting credentials each driver agrees to abide by the following terms, conditions, and rules and regulations.

Drivers will:

1. Have and carry a valid driver's license while driving.

ADHERE TO THE FOLLOWING TERMS OF USE

2. Use College vehicles for authorized business only.
3. Not permit any unauthorized person to drive the vehicle. Unauthorized drivers may be personally liable for any accident or loss.
4. Operate the College vehicle in accordance with College regulations, as may be provided in writing or verbally, and know and observe all applicable traffic laws, ordinances and regulations.
5. Not transport unauthorized passengers such as hitchhikers. Not transport any alcohol (unless specifically permitted, e.g., dining or conference services), drugs, or other contraband in any College vehicle.
6. Not drive the vehicle "off road" unless it is appropriate and authorized for that use.

FOLLOW THESE MINIMUM SAFETY REQUIREMENTS

7. Use seat belts or other available occupant restraints and require all occupants to use seat belts or occupant restraints, in accordance with state laws and not operate the vehicle unless all occupants are wearing the appropriate restraints. Never permit total occupancy to exceed the number of seat belts.
8. Use safe driving principles, practices and techniques at all times.
9. Not drive under the influence of drugs or alcohol. Not drive if using a medication that impairs judgment, reflexes or alertness.
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 use a cell phone (including "hands free" cell phones, texting, PDAs, computers or any other device) when the vehicle is moving or engage in other distracting behavior. If the driver must make or take a call or text message, the vehicle must be safely stopped and secured (parked), before using a cell phone.
13. Before leaving the parking area or garage, particularly with a rental vehicle or a vehicle that driver does not ordinarily drive, be reasonably satisfied that the following parts and components are in good working order:

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|------------------------------------|----------------------------|
| ◆ Service Brakes | ◆ Parking Brake |
| ◆ Steering Mechanism | ◆ Lights/Reflector Devices |
| ◆ Tires/Wheels | ◆ Horn |
| ◆ Windshield Wipers/Washers | ◆ Rear-Vision Mirrors |
| ◆ Coupling Devices (if applicable) | |

Report any defects immediately to the vehicle coordinator to determine if the vehicle is safe to operate.

PERFORM REQUIRED ADMINISTRATIVE RESPONSIBILITIES

14. Report all accidents or traffic violations involving a College vehicle or while driving on College business to the vehicle coordinator and other offices as directed, according to College policy.
15. Immediately report any changes in license status (such as points, suspension or revocation) and any other at-fault accidents that occur whether or not the accident or violation occurred while driving on College business to the Risk Management Office, and accept suspension of driving privileges if applicable.
16. Personally assume responsibility for any and all fines or traffic violations associated with use of a College vehicle or privately-owned vehicle used on College business.
17. Agree and accept that failure to follow driving rules may result in temporary or permanent suspension of driving privileges, or have more serious consequences.

College policies and procedures for vehicle use and what to do in case of an accident are on the following web sites: <http://www.fivecolleges.edu/sites/riskmgmt/auto/> and <http://www.fivecolleges.edu/sites/riskmgmt/accidents/>.

Please note: Departments will be responsible for deductibles incurred for "at-fault" accidents by department members. An "at-fault" or surchargeable accident or other violations of this agreement may result in revocation of driving privileges or other disciplinary action.