

Vehicle Use Agreement

- All drivers must have with them a valid State driver's license whenever driving a university vehicle.
- Drivers shall be alcohol and drug free. This includes prescription and non-prescription drugs that may impair a driver's judgment or other faculties.
- Drivers must submit a copy of a valid state driver's license for university records
- Driver's must submit a completed and signed Driver's History Form and Vehicle Use Agreement
- The University will run periodic driver reports for all approved drivers
- Drivers must submit a "Vehicle Usage and Passenger Log" for each trip.
- Drivers must be at least 21 years of age
- Drivers must successfully complete the online courses through SafeColleges/VectorSolutions for the appropriate vehicle(s) at <https://capitaloh.safecolleges.com/login> and submit certificates of completion to be kept on file.
- Students must complete an on-the-road driving test administered by the Public Safety Department
- Drivers certify university vehicles will be used for university business only, and that they are responsible for ensuring that the vehicle is used for university business only.
- Drivers are responsible for inspecting the vehicle prior to their departure. Any new damage not listed prior to departure is the responsibility of the driver or organization signed out to that vehicle.
- Drivers can refuel using the Speedway gas card provided in the zipper pouch of each fleet vehicle. After refueling the card should be returned to the zipper pouch. The driver is responsible for the card.
- New drivers must obtain a personal Fuel Card PIN number from their immediate supervisor. The supervisor will contact the Facilities Department to add drivers to the Fuel Card.
- The vehicle shall be operated according to the University policy and applicable federal, state and municipal laws. Drivers are personally responsible for any traffic citations (tickets) that may be issued as a result of operating a university vehicle.

- Non-authorized use of university vehicles is prohibited.
- Do not load the rear compartment of the vehicle (the area behind the last row of seats) with more than 100 lbs. Excess weight over the rear axle is strictly prohibited.
- Drivers are not permitted to use cell phones or earphones while driving.
- The number of passengers may not exceed the number of seat belts available. Drivers and passengers are required to always wear their seat belts. NO EXCEPTIONS
- Drivers must not drive when conditions are hazardous. This includes, but is not limited to, fog, heavy rain, snow or icy conditions.
- Drivers may not drive more than six hours a day and no more than two consecutive hours without at least a fifteen (15) minute break between driving periods. All trips over six hours require at least two approved drivers.
- Drivers are not permitted to drive University vehicles out of Ohio
- The vehicle ignition must be off, and the doors locked when unattended.
- Report any accidents, damage or moving violations while driving a university owned, rented or leased vehicle, to the Public Safety Department within 24 hours
- Transporting hitchhikers or other unauthorized passengers is not permitted at any time.

Advisory Precautions

1. Reduce speed below the posted limit when roads are wet or slippery.
2. Use turn signals for every turn or lane change
3. Avoid backing vans, and use caution when backing-up

I have read the Vehicle Use Agreement above and agree to comply with all requirements and regulations.

Name

Signature

Date