

COLLEGE OF SOUTHERN IDAHO – VEHICLE USE AGREEMENT

Name of driver (PRINT):	ID Number #
Supervisor:	Department

As a driver of a college vehicle owned, rented or leased for official college business and/or student activities, I understand that the ability to drive a college vehicle is based on my safety as a driver, and is a revocable privilege. I agree to abide by all college policies and procedures. **I certify I comply with the information shown below:**

I am a qualified college driver

- ✓ I have a valid US driver’s license and the Maintenance Department has a copy on file.
- ✓ I am familiar with the College of Southern Idaho’s vehicle use Policy and will operate the vehicle in accordance with those policies (6.10).
- ✓ For Passenger Cars, I am 18 years of age or older, for Passenger Vans I am 21 years of age with a CDL or 25 years of age or older.
- ✓ I will immediately report to my supervisor any change in my driving license record that places me outside the Colleges driving qualifications. This applies to my license record and may involve any vehicle I operate personally or for the college. Changes include but are not limited to:
 - License record with 9 or more points within the past 36 months; or
 - Having my license suspended or revoked within the past 3 years; or
 - Being convicted for an alcohol or drug-related offense while driving any vehicle (whether titled to the college) within the past 2 years or being convicted for these offenses more than once.
- ✓ As a college employee or student, I understand I am subject to all applicable college disciplinary procedures for violations of college policies and procedures.

I will allow only permitted use of college vehicles:

- ✓ I will permit only qualified college drivers to operate the vehicle.
- ✓ I will permit only authorized passengers in the vehicle. Authorized passengers are CSI employees, persons cooperating in CSI projects or programs, and students participating in authorized trips.
- ✓ I will document all persons on the roster attending the trips.

I will operate the vehicle safely:

- ✓ I will use a seat belt or other available occupant restraint and require all passengers to also use occupant restraints in accordance with state law, and I will not operate the vehicle unless all occupants are wearing the appropriate restraints.
- ✓ I will know and observe all applicable traffic laws, ordinances and regulations.
- ✓ I understand that I will be responsible for all traffic violations and fines resulting from my use of a college vehicle.
- ✓ I will not allow open containers of alcohol in the vehicle or drive under the influence of drugs or alcohol except medications that do not impair my driving ability or cause drowsiness.
- ✓ I will not use a mobile phone or text while driving.
- ✓ I will not exceed the speed limit or drive the vehicle at speeds that are unsafe for road conditions.
- ✓ I will only drive if well rested. I will not drive more than a total of 6 hours per day, and understand it is recommended that periods of uninterrupted driving not exceed 4 hours, separated by breaks of at least 15 minutes.
- ✓ I will not drive the vehicle “off road” unless it is designed and intended for that use.

I will assist with vehicle loss control and accident reports:

- ✓ I will turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
- ✓ Before leaving the parking area or garage, I will inspect the vehicle for safety concerns, checking the tires, wipers, lights and other safety equipment for observable defects. I will report any defects immediately to the appropriate authority to determine if the vehicle is safe to operate.
- ✓ I will immediately report all accidents, property damage, or violations to the prescribed authority, to my supervisor, and to CSI’s Campus Safety Department.

I understand the following:

- ✓ I will pick up and return the vehicle to the Maintenance Department at the agreed upon time. Any change to the schedule must be preapproved.
- ✓ I understand that I am responsible for the fuel credit card that comes with the vehicle and the receipts must be returned to the Maintenance Department when I return the vehicle.
- ✓ I understand that I am responsible for accurately filling out and checking the trip ticket information before and after I return. I will write in the actual vehicle mileage and report any issues upon my return.
- ✓ I understand that any exception to this vehicle policy must be preapproved by the college president or the designee.

SIGNATURES ARE REQUIRED before any use of a vehicle owned, rented or leased to the College of Southern Idaho.

DRIVER – By signing below, I certify the foregoing is true and correct. I understand that misrepresentations or omissions may be cause for disciplinary action, up to and including dismissal.

Signature of driver:		Date of signature:	
-----------------------------	--	---------------------------	--