

**UNIVERSITY OF MOUNT UNION
Driver's Rights & Responsibilities**

The driver agrees that he/she will:

- 1) Use University vehicles for authorized business only.
- 2) Not permit any unauthorized person to drive the vehicle.
- 3) 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.
- 4) Operate all University vehicles in accordance with University regulation and know and observe all applicable traffic laws, ordinances and regulations.
- 5) Assume all responsibility for any and all fines or traffic violations associated with his/her use of a University vehicle or privately owned vehicle on University business.
- 6) Operate University motor vehicles or personal vehicles being used in the 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 principles, practice and techniques at all times.
- 7) Not drive under the influence of drugs or alcohol (except any medications as long as they do not impair driving ability or cause drowsiness).
- 8) Not drive the vehicle at speeds that are inappropriate for road conditions.
- 9) Not drive the vehicle "off road" unless it is appropriate for that use.
- 10) 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 the prescribed authority to determine if the vehicle is safe to operate.
- 11) Immediately report all accidents or violations to the prescribed authority.
- 12) Immediately report to the appropriate authority any change in driving status that place the driver outside the University's driving qualifications. Examples include more than the allowed number of points on a license, or suspension or revocation of a license.
- 13) Be subject to applicable University disciplinary procedures for violations of University policy or rules.

I certify that I have read and understand the driver certification and training requirements and that the information on this form is true and that nothing asked for has been omitted. I understand that the information is being requested to assist in determining fitness to operate University-owned or leased vehicles. I understand that any false statement or omitted information will be grounds for denial of driving privileges at the University of Mount Union. I also certify that I have read, understood and will comply rules and regulations of the University Fleet Policy.

Signature of Applicant

Date