

## IDAHO STATE UNIVERSITY VEHICLE USE AGREEMENT

As a driver of a university-owned vehicle, rented or leased for official university business and/or student activities, I agree to and certify that;

1. I have a driver's license that is valid in the United States;
2. I am at least 18 years old or have at least two years driving experience;
3. I will use a seat belt or other available occupant restraint and require all passengers the same in accordance with state law, and will not operate the vehicle unless all occupants are wearing the appropriate restraints.
4. I understand that I will be responsible for all traffic violations and fines resulting from my use of a University vehicle.
5. I will operate the vehicle in accordance with University policies and procedures and know and observe all applicable traffic laws, ordinances, and regulations.
6. I will not permit any unauthorized person to drive the vehicle.
7. I will not permit any unauthorized passengers in the vehicle (only ISU employees, persons cooperating in ISU projects or programs, and students participating in authorized trips are authorized).
8. I will not use a cell phone while driving unless it is an approved hands-free device.
9. I will obey all traffic laws and will not exceed the speed limit or drive the vehicle at speeds that are unsafe for road conditions.
10. I will be well-rested and not drive more than a total of 10 hours per day and understand it is recommended that periods of uninterrupted driving not to exceed 2 hours, separated by breaks of at least 15 minutes.
11. I will not drive the vehicle "off road" unless it is designed and intended for that use.
12. I will not allow open containers of alcohol in the vehicle or drive under the influence.
13. I will immediately report all accidents, property damage, or violations to the prescribed authority.
14. I will immediately report to my supervisor any change in my driving record that might count against or disqualify me as an authorized University driver.
15. At the time the vehicle is returned to Transportation Services at the end of the period of use, I will complete a "Deficiency Sheet" provided by Transportation listing any damage or deficiencies noted during the time of operation while in my possession.

As a University employee or student, I understand I am subject to all applicable disciplinary procedures for violations of University policies and procedures. By signing below, I certify the foregoing is true and correct. I understand that misrepresentation or omissions may be cause for disciplinary action, up to and including dismissal.

\_\_\_\_\_  
Printed Name of Driver

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Department

\_\_\_\_\_  
Dept. Index # - Fee

\_\_\_\_\_  
Date

**By signing below, I verify that my department has completed or been provided with a driver's record check.**

\_\_\_\_\_  
**Supervisor's Signature**

**\*\*\*Attach Record Check Authorization and send to Transportation Svcs**