



VEHICLE USE AGREEMENT

Please Print or Type	
Driver's Full Name (include middle name)	Driver's License # and State
Mailing Address	Driver's Date of Birth (mm/dd/yy)
Department Name	Phone Number
Email Address	Effective Date:

Driver authorization is required for employees whose duties require him/her to drive on College business.

Instructions: By completing this form, you acknowledge that you have read Section 11.3 of the Employee Handbook on the next page that outlines the use of College vehicles and safety requirements. Return the completed form and a copy of your driver's license to the HR Office.

Incident and Accident Response: In the event of an accident, ensure that no one is injured. If someone is injured, call 911. Following state regulations, a reportable accident must be reported to law enforcement. Auto insurance cards are located in the glove compartment of all College owned vehicles. Following an accident, the driver must immediately notify the direct supervisor or the Dean of Administration's office. A written Incident Report form describing the accident is also required.

Driver Agreement: I understand that safety is paramount, and I agree to operate the vehicle in compliance all local, state and federal regulations. I will follow all laws regarding speed limits and the use of seat belts, cell phones, and child safety seats. I also agree to comply with all Ilisaġvik College's policies and procedures. In addition, I further agree to not drive while impaired by fatigue, alcohol or drugs (e.g., illegal, over the counter, prescriptions). Failure to comply will result in the loss of driving privileges.

In signing this agreement/release, I fully acknowledge the risks associated with driving a vehicle, and my signature below verifies that I am voluntarily participating in this activity. I voluntarily agree to hereby release from all liability and hold harmless Ilisaġvik College and any of its employees representing or related to the College.

Driver Signature	Date (mm/dd/yy)

ILISAGVIK COLLEGE STATEMENT OF POLICY

Use of College Vehicles and Safety Requirements

11.3 Use of College Vehicles. The College maintains a fleet of vehicles assigned to various College departments for daily business activities. Only College employees or persons authorized by the College may drive College vehicles. College vehicles are to be used for authorized College business only and parked at an appropriate College facility when not in use, unless otherwise approved by the department supervisor. Under no circumstances may employees use College vehicles to commute to work or to leave College facilities for non-work purposes. Notwithstanding the foregoing, employees who are an emergency 24-hour on-call status may remain in possession of the College vehicle assigned to them during non-working hours. (BP 6.06)

11.3.1 Safety Requirements. All persons driving College vehicles must possess a valid driver's license and abide by all state and federal driving regulations, and ensure that all passengers comply with this policy. Traffic violations and parking tickets are the employee's responsibility. In addition to generally accepted safety rules, the following rules must be observed at all times:

- Employees will operate College vehicles used for company business in a safe and lawful manner.
- All employees who drive as part of their duties will have a current, valid motor vehicle license at all times. All commercial drivers and heavy-duty equipment operators will maintain a current and valid license required to operate such vehicles.
- Seatbelts must be worn by the driver and all passengers.
- Appropriate safety seats must be used when transporting children.
- Smoking in College vehicles is not permitted.
- All use of College vehicles must comply with the Ilisagvik College Code of Ethics.
- Employees will not use headphones or earphones while driving.
- All employees will be physically and mentally fit for the safe operation of any vehicle on company business.
- Employees will not drive when fatigued.
- Employees taking a prescription or over-the-counter medication that may affect their ability to drive will not drive on company business and will promptly notify their supervisor if they are taking any substance that may cause drowsiness or otherwise impair their ability to operate a vehicle.
- Employees are not to use handheld cell phones while driving and are not to send text messages or enter information into electronic devices while driving. Employees are to pull off traffic lanes to a safe area to use handheld cellphones unless an exception is approved by the President.
- Any traffic accidents or traffic citations will be reported immediately by the employee to his/her supervisor within 24 hours, unless the employee is physically or mentally unable to do so. A complete, accurate, written accident report will be submitted by the employee to his/her supervisor within 24 hours of any accident or traffic citation.
- All employees operating a vehicle on company business or rented on behalf of the company are to immediately report any moving violations, insurance violations, or inspection violations to the human resources department.

Driving an Ilisagvik College vehicle is a privilege. Those found to abuse vehicles or this policy will be subject to discipline, including loss of driving privileges or termination.