

## CSI Employee Vehicle Use Agreement

**As a driver of a College of Southern Idaho owned vehicle, I certify that:**

- I am familiar with the College of Southern Idaho vehicle use policy and will operate the vehicle in accordance to those policies.
- I am 18 years of age or older.
- I will wear a seat belt and will require all passengers to do the same in accordance with Idaho state law.
- I have watched the required defensive driving videos.
- I will not permit any unauthorized person to drive the vehicle nor allow any unauthorized persons to ride in the vehicle.
- I will be well rested and not drive more than a total of 6 hours per day and no more than 4 hours at a time.
- I will not drive the vehicle off road unless it is designed and intended for that use.
- 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. Vans are not to exceed the posted 'truck' speed limit.
- I understand that I am responsible for all traffic violations or fines during my use of any College of Southern Idaho vehicle.
- I will immediately report to my supervisor any change in my driving record that might count against or disqualify me as an authorized driver.
- I will not operate the vehicle under the influence of alcohol or illegal drugs or prescription drugs that may impair my driving ability.
- I will not text while operating a college vehicle.
- If able, I will use a "spotter" for assistance in backing up.
- I understand that any exception to this vehicle policy must be preapproved by the college president or his designee.
- I will pick up and return the vehicle to the maintenance department at the agreed upon time. Any change to that 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 maintenance 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 with the vehicle upon my return.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_