



Acceptable Vehicle Use Agreement

As an "Authorized Operator" of a University-owned, rented, or leased vehicle for official business and/or student activity, I agree to comply with and certify that:

1. I have a driver's license that is valid in the United States and shall abide by all motor vehicle laws of the State of Idaho and laws of the state in which I am driving, as well as the policies and procedures of ISU (see ISUPP 2310, Transportation Services). Failure to do so may result in the suspension of my driving privileges;
2. I am at least eighteen (18) years of age and have at least two (2) years driving experience;
3. I will not permit any unauthorized person to drive the vehicle;
4. I understand only authorized ISU employees, persons, or volunteers participating in ISU projects or programs and students participating in authorized travel may ride in University-owned vehicles. Individuals who are not involved in state business, ISU projects, programs, or authorized trips may not ride in or operate a University-owned or leased vehicle unless prior approval has been granted by the President or his designated representative(s);
5. I will wear a seatbelt and will not operate the vehicle unless all occupants are wearing seatbelts as well;
6. I will be responsible for all parking fines and moving violations and will report all accidents, violations, or property damage immediately to the prescribed authority, and my supervisor;
7. I will not text, smoke, or talk on a cell phone that is not an approved hands-free device while operating an ISU owned or leased vehicle;
8. I will be well-rested and not drive more than a total of ten (10) hours per day and understand it is recommended that periods of uninterrupted driving not exceed two (2) hours, separated by breaks of at least fifteen (15) minutes;
9. I am responsible for visually inspecting the vehicle prior to and after use to note any damage, fluid leaks, tire pressure issues, body or glass damage, etc. and report such findings to Transportation Services. My department may be charged directly for any damage caused by my negligence;
10. I will return the vehicle in the same manner it was rented. (i.e., clean interior and exterior). I understand my department may be charged directly for excessive cleaning, if necessary;
11. Passenger vehicles (sedans and minivans) will be driven primarily on paved surfaces. Limited use on flat gravel roads/parking lots is acceptable (a flat gravel road is a road continually maintained by a state or county highway district with at least two (2) lanes of traffic);
12. Off-road vehicles (SUVs and trucks with 4-wheel drive) may be driven off paved roads, if safe to do so;
13. High-capacity vehicles (12-passenger vans) are for long-distance group travel and must be driven primarily on paved surfaces. I understand occasional flat gravel roads (a road continually maintained by a state or county highway district with at least two (2) lanes of traffic) is acceptable.

As a University employee, student, or volunteer, 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. I also verify my Department has completed or been provided with a driver's record check.

Printed Name

Signature

Date

Supervisors Name

Dept. Index #

Date

ATTACH RECORD CHECK AUTHORIZATION AND SEND TO TRANSPORTATION SERVICES: VEHREQ@ISU.EDU