

Vehicle Use Agreement

Operating a University vehicle is a privilege. All drivers will be responsible and accountable to:

- *Possess a valid motor vehicle driver's license. The license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator*
- *Be subject to a driver's motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for the University.*
- *Operate University vehicles for official University business only.*
- *Operate motor vehicles in a safe manner at all times.*
- *Comply with all applicable state laws and regulations.*
- *Maintain vehicle in a safe operating condition.*
- *Maintain vehicle in accordance with the maintenance schedule.*
- *Report moving violations to their Supervisor.*
- *Report changes in their driver's licensing to Human Resources or the Office of Procurement Services.*
- *Accurately record and report vehicle mileage in accordance with University procedures (i.e. daily travel log).*
- *Participate in required driver safety education and training programs.*
- *Require all occupants to use seat belts, child safety seats, booster seats, or other restraint devices at all times.*
- *Pay all moving/parking violation fines and fees.*
- *Keep automobile ID cards in the vehicle glove box at all times, including proof of liability coverage.*
- *Refrain from towing any personal equipment (boats, campers, etc.) with a University Vehicle.*
- *Not alter vehicles or personal vehicles leased/owned by the University, rented vehicles or personal vehicles used for University business.*
- *Never operate a computer while the vehicle is moving.*
- *Pull of the road to a safe location prior to making or receiving phone calls.*
- *Comply with University policy on transport of passengers.*

Operating privileges shall be revoked if:

- *Driver does not adhere to responsibilities listed above.*
- *The driver's license is revoked, suspended, withdrawn, or denied.*
- *Driver refuses to undergo drug or alcohol testing in accordance with University policies or as required by applicable state or jurisdiction laws.*
- *Operating outside the limitations of a restricted license*

In case of vehicle damage:

- *Report any vehicle damage to the University immediately*
- *Police reports, witness statements, or other pertinent documents should be obtained and forwarded to the University.*
- *The driver shall cooperate with representatives of the University, including insurance company personnel, and obtain written repair estimates from reputable shops or authorized dealerships as instructed. If it becomes necessary to rent another vehicle during repairs, the driver will be instructed as to provisions for a rental vehicle.*
- *Drivers should not make verbal or written statement concerning an incident during its immediate aftermath except to law enforcement officials or representatives of the University or its agents.*

Vehicle Use Agreement

I have read and understand the University of Mississippi's Motor Vehicle Policy and Fleet Management Guide. I agree to Abide by the provisions of this policy. I understand that violation of this policy may result in disciplinary action, up to and including termination of employment.

Driver's Signature

Driver's License Number

Date

Supervisor's Signature

Department Name

MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY DRIVER RECORDS REQUEST

DRIVER SERVICES POLICY: 6-9(A)

NAME: _____

DRIVER LICENSE NO: _____ DOB: _____

I HEREBY GRANT THE UNIVERSITY OF MISSISSIPPI PERMISSION TO OBTAIN THE FOLLOWING RECORDS RELATING TO THE ABOVE-NAMED PERSON:

Record Requested: MVR Summary

Authorized persons that drive or operate University of Mississippi vehicles must possess a valid driver's license. The MVR Summary report will be obtained from the Mississippi Department of Public Safety for use by the University of Mississippi for the sole purpose to obtain or verify information relating to the holder of a valid driver license, commercial, or otherwise.

I understand the personal information furnished is confidential under Federal and State law and is being released to the University of Mississippi only for the reason indicated above and that it is unlawful for the University to furnish the information to an unauthorized person or entity.

Printed Name of Individual: _____

Signature: _____ Date: _____