



LCSC VEHICLE USE AGREEMENT/DRIVER'S LICENSE RECORD CHECK

As a driver of a college-owned vehicle, rented or leased for official college 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 and have at least two years licensed driving experience.
3. I will use a seat belt or other available occupant restraint and require all passengers to do the same in accordance with state law.
4. I understand that I will be responsible for all traffic violations and fines resulting from my use of the vehicle.
5. I will operate the vehicle in accordance with College 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 LCSC employees, persons cooperating in LCSC projects or programs, and students participating in approved 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 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 alcohol in the vehicle or drive under the influence.
13. I will immediately report all accidents, property damage, or violations to the appropriate law enforcement agency, Vice President for Finance and Administration, and Physical Plant.
14. I will immediately report to my supervisor and Security any change in my driving record that might count against or disqualify me as an authorized College driver. (e.g., DUI, Suspension of Driving privileges)
15. At the time the vehicle is returned to the college, I will contact the authorizing department listing any damage or deficiencies noted while the vehicle was in my possession.

The below information is collected for the purpose of verifying an approved driver's eligibility to operate a LCSC owned or rented vehicle. This form is to be kept confidentially in the Security office and is valid for at least three years for faculty and staff and one year for irregular help employees, non-employee and students.

Printed Name of Driver _____ DL # _____ Birth date _____
State issued License: _____ Date Issued: _____ Expiration: _____

As a College approved driver, I understand I am subject to all applicable disciplinary procedures for violations of College policies and procedures. By signing below, I certify the foregoing is true and correct and I understand that the College may check my driving record at any time, and that misrepresentation or omissions may be cause for disciplinary action, up to and including dismissal.

Signature of Driver: _____ Date: _____

Signature of Driver Department representative: _____ Date _____

***Hand deliver completed form and Drivers License to Security, MLH 110