



VEHICLE USE AGREEMENT/DRIVER'S LICENSE RECORD CHECK

Staff Faculty Student Other _____

Driver Name: _____ LC State ID#: _____

Department: _____

DL State: _____ DL Expiration: _____ Request Van Training

Note: A copy of your current driver's license is required. To send securely visit:

<https://lcsc.leapfile.net> Further instructions are attached to this pdf.

As a driver of a college-owned, rented or leased vehicle, I agree to and certify the following:

- As a driver of a college-owned, rented or leased vehicle, I agree to and certify the following: I have read and understand LC State Policy 4.112, Use of College Owned or Rented Vehicles. I will operate the vehicle in accordance with College policies and procedures and all applicable traffic laws, ordinances, and regulations.
- I have a driver's license that is valid in the United States.
- I am at least 18-years-old and have at least two (2) years licensed driving experience.
- I will use a seat belt or other available occupant restraint and will require all passengers to do the same.
- I understand that I will be responsible for all traffic violations and fines received while using the vehicle.
- I will not permit any unauthorized person to drive the vehicle.
- 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).
- I will not use a cell phone while driving unless it is an approved hands-free device.
- I will not exceed the speed limit or drive the vehicle at speeds that are unsafe for road conditions.
- I will be well-rested and not drive more than a total of ten hours per day and understand it is recommended that periods of uninterrupted driving not exceed two hours, separated by breaks of at least fifteen minutes.
- I will not drive the vehicle "off-road" unless it is designed and intended for that use.
- I will immediately report all accidents, property damage, or violations to the appropriate law enforcement agency, the Vice President for Finance and Administration, Physical Plant, and the Department of Public Safety.
- I will immediately report to my supervisor and the Department of Public Safety any change in my driving record that might count against or disqualify me as an authorized College driver per Policy 4.112.
- At the time the vehicle is returned to the college, I will report any damage or deficiencies noted while the vehicle was in my possession to the department head.

The information in this form is collected for the purpose of verifying an approved driver's eligibility to operate an LC State owned, rented, or leased vehicle. This form is to be kept confidentially in the Department of Public Safety and is valid for three years for LC State faculty and staff and one year for irregular help employees, non-employees, and students.

Approvals and Routing

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 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.

<u>Signatory/Approver</u>	<u>Email</u>	<u>Digital ID Signature</u>	<u>Action</u>	
			<u>Disapprove</u>	<u>Approve</u>

Driver:

Supervisor:

VP/President

VP or President's signature required when: Individuals who are not LCSC employees must receive approval to drive the vehicle by the President or a Vice President. In situations where the President or a Vice President determines use of a LCSC vehicle is for official purposes, individuals who possess a valid driver's license and who are not LCSC employees may be authorized to drive LCSC vehicles. A Vehicle Use Agreement form must be completed. All such authorizations must be approved in writing in advance by the President or a Vice President. Persons authorized to drive vehicles under this section are considered to be "authorized volunteers" for purposes of financial responsibility and for purposes of the Idaho Tort Claims Act, Idaho Code §6-901 through 6-929. Examples of situations that may be approved under this section include use of LCSC vehicles by members of boards or councils performing services for the College.

Office Use Only

Expiration Date: _____

Date Notification Emailed: _____