

Continuing Education Vehicles Driver's Terms of Use

Please review the following and check each box to confirm that:

- 1. You have a valid, current driver's license.
- 2. You are at least 18 years old.
- 3. You have a good driving history and have disclosed any driving/vehicle-related incidents (including alcohol-related) you have had.
- 4. You have completed the Driver Training Program located here:
www.risk.utah.gov/loss/drivervideotest.html
- 5. You have received training on how to complete the Incident/Accident Report Form and the Vehicle Accident Form.
- 6. You have received information regarding how to schedule the use of and put gas in Continuing Education's vehicles, and that you have familiarized yourself with their safe operation.
- 7. You understand where a Continuing Education vehicle can and cannot be parked and you understand that you are liable to pay for any parking ticket you receive when you park in a restricted parking space.

Please review the following and check each box to acknowledge that you have been instructed that:

- 1. You should comply with posted speed limits, and should reduce your speed according to traffic, weather and road conditions.
- 2. You should wear seat belts at all times.
- 3. You should not talk on a cell phone while driving
- 3. You may not drive between the hours of 11 pm and 5 am.
- 5. In the event of an accident/incident with a Continuing Education vehicle, you should fill out the University of Utah Vehicle Accident Report form and report the incident to your supervisor immediately.
- 6. If a Continuing Education vehicle is not available, you may be required to use your own vehicle in order to complete your job duties. You must carry personal automobile insurance at the State-required levels (both comprehensive/collision and liability coverage). The University does not provide primary automobile liability of personal injury protection coverage for personal vehicles. If/when you use your own vehicle to perform your job duties your personal insurance carrier provides primary coverage. The University provides no automobile physical damage coverage for personal vehicles used on University business. This means that if a personal vehicle were damaged, there is no insurance program at the University to cover such damage.
- 7. On occasions when you drive your personal vehicle to conduct University business you will be reimbursed for mileage according to the University's current Schedule of Allowable Rates (<http://www.travel.utah.edu/schedule.htm>).
- 8. You may not use a Continuing Education vehicle for conducting personal business or without specific authorization to use it.

I have read these terms of use. I understand these conditions and agree to comply with each.

Employee Name

Date

Attach a photo copy of your driver's license to this form.