



DRIVER'S RECORD SEARCH AND VEHICLE USE FORM

Complete, fully, the required information listed below on this form. All information submitted **MUST** be legible and correct (Including signature and department at the bottom), or the request **WILL NOT** be processed. Send this request to Risk Management, Room 1120, Kendall Campus or via Fax 7-2860.

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| Driver's Name (Last) | | | | | | | (First) | | | (MI) | | DOB (MM) | | (DD) | | (YYYY) | |
| | | | | | | | | | | | | | | | | | |
| Employee MD ID # | | | | | | | Employee's Driver License Number | | | | | | | | | | |

Use of Vehicles

1. All prospective drivers will be required to complete the Driver's Record Search and Vehicle Use Form, get supervisor's signature and submit it to the Office of Risk Management and have approval prior to operating the vehicle. (Copy of the form will also be kept on file in Public Safety or in appropriate District Facilities office with the Annual Master List provided by Risk Management).
2. Authorized Operator will print name, state the purpose of the use of the vehicle, provide the beginning and ending odometer readings, and sign the Vehicle Mileage/Trip Log.
3. **Vehicles must be kept clean inside following each use.**
 - a. **If the vehicle requires cleaning, the department using the vehicle will be assessed a cleaning fee of \$200.**
 - b. The fee for Campus vehicles shall be assessed by the Dean/Director of Administration.
 - c. The fee for District vehicles will be assessed by the Fleet Operations Manager.
 - d. No smoking will be permitted in any College vehicle.
4. All accidents must be reported to local law enforcement agency and vehicle user must obtain a police vehicle accident report for use by Risk Management and Public Safety.
5. All accidents or vehicle damage must also be reported to the Office of Public Safety in writing, stating:
 - a. Who was driving;
 - b. The cause of the accident;
 - c. The person responsible for the accident;
 - d. Complete the Gallagher Bassett Services accident package
 - e. Any other information that is required by the Risk Management office or the Provost for Operations.
6. Drivers must follow all applicable state laws and rules relating to driver and passenger safety.
7. Vehicles may only be used for **College business**.
8. Keys for vehicles shall be turned in immediately after use, and **must not** be left in the vehicle.
9. Vehicles shall be returned immediately after use, cleaned and fueled.
10. Drivers must possess the proper (commercial or driver's) license for the type of vehicle being used.
11. Drivers **MUST** notify the College of any event that affects his/her ability to meet his driving work requirement (License suspension, DUI, etc.).
12. In accordance with College Procedure 2410 – Performance Standards and Appeal Procedure for All Professional Exempt Contractual and Support Employees, Section II B. Steps of Progressive Discipline, this advisement serves as “Verbal Counseling” that failure to comply with departmental procedure may result in the following disciplinary actions:
 - a. First offense will result in a **written reprimand** with a copy placed in the departmental file and a copy in the Human Resources Employee File.
 - b. Second offense will result in a **suspension without pay up to 5 work days, or probation up to 180 work days** (for full time employees only).
 - c. If a third offense occurs, **your employment** with the College may be **terminated**.

Vehicle User's Signature* _____ Department/Campus _____ Date _____

Supervisor's Signature _____ Date _____ Supervisor's Print Name _____

*By signing this document, Vehicle User agrees to a driver's record search, agrees to the conditions listed for proper use and operation of College owned vehicles, and understands the actions that will be taken if he/she fails to comply with the conditions of use.