

UNIVERSITY OF IDAHO  
VEHICLE USE AGREEMENT

**As a driver of a university vehicle owned, rented or leased for official University business and/or student activities,  
I agree to abide by the University policies and procedures, including the following:**

**I certify that:**

1. I have a driver's license that is valid in the United States.
2. I am at least 18 years old (or 20 years old if driving a 12 - 15 person passenger van on roads with designated speed limits that exceed 35 mph). (\*16 when exceptions for minors described in APM 05.09 C-1 (ii) apply.)
3. If I will be driving a 12 - 15 person passenger van, that I have a valid CDL or have attended a Van Driver Defensive Driving course presented or approved by Environmental Health & Safety within the past 5 years.
4. I will not permit any unauthorized person to drive the vehicle.
5. I will not permit any unauthorized passengers in the vehicle (only UI employees, persons cooperating in UI projects or programs, and students participating in authorized trips are authorized).
6. I will use a seat belt or other available occupant restraint and require all passengers to also use occupant restraints in accordance with state law, and not operate the vehicle unless all occupants are wearing the appropriate restraints.
7. I will operate the vehicle in accordance with University policies and procedures and know and observe all applicable traffic laws, ordinances and regulations.
8. I understand that I may be responsible for all traffic violations and fines resulting from my use of a University vehicle.
9. I will not allow open containers of alcohol in the vehicle or drive under the influence of drugs or alcohol except any medications as long as they do not impair my driving ability or cause drowsiness.
10. I will not use a cell phone while driving.
11. I will not exceed the speed limit or drive the vehicle at speeds that are unsafe for road conditions.
12. I will be well rested. I will not drive more than a total of 8 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.
13. I will not drive the vehicle "off road" unless it is designed and intended for that use.
14. I will turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
15. Before leaving the parking area or garage, I will inspect the vehicle for safety concerns, checking the tires, wipers, lights and other safety equipment for observable defects. I will report any defects immediately to the appropriate authority to determine if the vehicle is safe to operate.
16. I will immediately report all accidents, property damage, or violations to the prescribed authority.
17. I will immediately report to my supervisor any change in my driving status that places me outside the University's driving qualifications. These include:
  - Accumulating on my driver's license record, 6 or more points within the past 12 months; 9 or more points within the past 24 months, or 12 or more points within the past 36 months; or
  - Having my license suspended or revoked within the past 3 years; or
  - Being convicted for an alcohol or drug-related offense while driving within the past 2 years or being convicted for these offenses more than once.
18. As a University employee or student, I understand I am subject to all applicable university disciplinary procedures for violations of University policies and procedures.

By signing below, I certify the foregoing is true and correct. I understand that misrepresentations or omissions may be cause for disciplinary action, up to and including dismissal.

\_\_\_\_\_  
Name of Driver (Please Print)

\_\_\_\_\_  
Drivers License Number

\_\_\_\_\_  
Vandal Card Number

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

By signing below, I verify that my department has completed or been provided with a driver's record check as required.

\_\_\_\_\_  
Signature of Unit RCM or designee

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date