



**DRIVER OBLIGATIONS**

1. The driver agrees not permit an unauthorized driver to operate a University vehicle. In case of an emergency, the qualified driver shall contact the University Police Department at (570) 408-4999 for an authorized exception.
2. The driver agrees to use a University vehicle only for approved University Activities.
3. The driver agrees to use a seat belt, and shall ensure that all occupants use seat belts or other occupant restraints, when operating a University vehicle or otherwise transporting others on behalf of the University. The driver is responsible for ensuring that the total number of passengers does not exceed the number of seat belts available in the vehicle.
4. The driver agrees to operate the University vehicle (or other vehicle when in use to transport others on behalf of the University) in accordance with University regulations, shall know and observe all applicable traffic laws, ordinances, and regulations, and shall use safe driving practices at all times.
5. The driver is responsible for any and all fines or traffic violations associated with the use of a University vehicle used behalf of the University.
6. The driver agrees not to drive under the influence of drugs or alcohol.
7. The driver agrees not allow alcohol or controlled substances to be present in the vehicle.
8. The driver agrees not to transport unauthorized passengers such as hitchhikers, family, or friends. Only persons directly involved with the university activity may ride in vehicle unless given express permission by the department head authorizing the trip.
9. The driver shall prepare and file with the University Police Department, a travel plan in all cases involving travel outside the Wilkes-Barre/Scranton area.
10. The driver agrees to turn off the vehicle's engine, remove the keys and lock the vehicle whenever the vehicle is unattended.
11. The driver agrees to observe all posted speed limits, and shall travel at speeds slower than posted limits when justified by weather or road conditions.
12. The driver agrees to operate a University vehicle only on roads approved for use by passenger vehicles.
13. The driver is responsible for evaluating the condition of the University vehicle prior to and after the vehicle use. Before leaving the parking area, the driver shall inspect the vehicle for safety issues by checking tires, wiper blades, lights, and other safety equipment. Report any problems or concerns to the Office of Motor Pool or the University Police Department before the driver begins operation of the vehicle.
14. The driver must report all accidents or moving violations involving the use of a University vehicle or other vehicle used in transporting others on behalf of the University to the University Police Department. Additional instructions on how to proceed in the event of an accident are provided in the glove compartments of all University vans.
15. The driver shall be subject to applicable University disciplinary procedures for failure to comply with this list of driver obligations.

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I have read the foregoing policy for driver obligations and agree to abide by all of the terms included herein.

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Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date