

# Adelphi University Vehicle Usage 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 25 years old if driving a 12-15 person passenger van on roads with designated speed limits that exceed 35 mph).
3. If I will be driving a 12-15 person passenger van, I have read, understood, and signed the van [safety bulletin](#).
4. I will not permit any unauthorized person to drive the vehicle.
5. I will not permit any unauthorized passengers in the vehicle (only AU employees, persons cooperating in AU 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 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 prescription 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 consecutive hours per day, and understand it is recommended that periods of uninterrupted driving not exceed 2 consecutive 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 not smoke while in a University vehicle.
15. I will turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
16. Before leaving the parking area, I will check the vehicle for observable safety concerns or defects. I will report any defects immediately to the appropriate authority to determine if the vehicle is safe to operate.
17. I will immediately report all accidents, property damage, or violations to the appropriate authority.
18. I will immediately report to my supervisor either of the two situations below:
  - Accumulating on my driver's license record, 6 or more points within the past 18 months.
  - Being convicted for an alcohol or drug-related offense while driving within the past 3 years or being convicted for these offenses more than once.
    - If either of these situations occurs, I will immediately report the occurrence to my supervisor and immediately stop driving a university vehicle.
19. 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)

---

Signature of Driver

---

Drivers License Number  
[attach copy of license]

---

Driver's Department

---

Signature of Transportation Manager  
or AD Administration & Investigation

---

Date

## Addendum for Employees Covered by APPWLU Collective Bargaining Agreement

- 12A This section will only apply to employees who are performing snow removal duties. I will immediately stop driving a vehicle if I feel that I cannot operate the vehicle in a safe manner. I will not drive more than a total of 12 consecutive hours per consecutive 24 hour period, and understand it is recommended that periods of uninterrupted driving not exceed 4 consecutive hours, separated by breaks of at least 15 minutes.
- 20 If an employee abides by all policies and procedures included on this form and either: Accumulates on his/her driver's license record, 6 or more points within the past 18 months; or is convicted for an alcohol or drug-related offense while driving within the past 3 years or is convicted for these offenses more than once; the university will not seek to terminate employment due to his/her inability to drive a university vehicle. The employee will be required to maintain eligibility to operate a university utility vehicle.

---

Name of Driver (Please Print)

---

Signature of Driver

---

Drivers License Number  
[attach copy of license]

---

Driver's Department

---

Signature of Transportation Manager  
or AD Administration & Investigation

---

Date