



Authorized Driver Agreement and Acknowledgement

Driver Rules and Responsibilities:

This agreement applies to any student, staff, or faculty member authorized to drive on behalf of Santa Clara University (SCU). Driving as an authorized driver on behalf of the University is a privilege, not a right. Safe driving is required at all times, and the safety of passengers, pedestrians, and the public must be the driver's top priority.

Santa Clara University maintains a commercial auto liability insurance policy for drivers of University-owned, leased, or rented vehicles used for University business. The University may revoke or deny driving privileges based on accidents, traffic violations, or noncompliance with this agreement. Unauthorized drivers may not be covered by University insurance, even if performing University-related duties in a personal vehicle.

GENERAL DRIVER RESPONSIBILITIES:

I acknowledge and agree to the following:

1. I affirm that I am at least 18 years of age and possess a valid U.S. driver's license free from restrictions, suspensions, or revocations.
2. I will complete the DMV Authorization Form in Workday and submit it as directed.
3. I will comply with all vehicle use policies and requirements posted on the Risk Management and Compliance website.
4. I have at least one year of driving experience (U.S. or international).
5. I have not been cited for three (3) or more moving violations within the last two (2) years and have not been at fault in two (2) or more accidents within the last three (3) years.
6. I have not been cited for reckless driving or impaired driving within the last year.
7. I agree to allow the University to conduct a Department of Motor Vehicles records check at the University's discretion.
8. I will not permit any unauthorized person to drive a vehicle. Unauthorized drivers may be personally liable for any accident or loss.
9. I will operate University or personal vehicles used for University business in accordance with University requirements and all applicable traffic laws, ordinances, and regulations.
10. I will not transport unauthorized passengers such as hitchhikers.
11. I will not drive a vehicle off road unless it is appropriate and specifically authorized for that use.
12. I am personally responsible for any fines or penalties resulting from moving or parking violations.

IF DRIVING PERSONAL VEHICLES FOR DEPARTMENTS:

If I use my personal vehicle for University-related purposes, I affirm that:

1. The vehicle is properly registered and insured as required by law.
2. I will carry valid proof of insurance and registration while driving.
3. My personal auto insurance is primary in the event of an accident.
4. University insurance is secondary and applies only after my personal coverage is exhausted.
5. SCU will not reimburse personal insurance deductibles or claims paid by personal insurance.
6. If I am involved in an accident, my authorization to drive on behalf of the University may be suspended or revoked pending review.

SAFETY EXPECTATIONS:

I agree to:

1. Require all occupants to wear seat belts in accordance with law and not operate the vehicle unless all occupants are properly restrained.
2. Never exceed the manufacturer's rated seating capacity.
3. Use safe driving principles, practices, and techniques at all times.
4. Never drive under the influence of alcohol, drugs, or impairing medications.
5. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
6. Adjust speed and driving behavior to road, weather, and traffic conditions.
7. **Avoid distractions:** no texting, calling, or device use while driving.

EMERGENCY & INCIDENT REPORTING :

In the event of an accident, injury, or other vehicle-related incident, I agree to:

1. Ensure the safety of all individuals involved, provide reasonable assistance to anyone injured, and secure the scene as best as possible.
2. Call 911 or local authorities to report the accident and allow responding officers to determine whether a police report is required.
3. Promptly report the incident to all of the following:
 - a. The vehicle provider (e.g., rental company), if applicable
 - b. The appropriate University supervisor, department contact, or designated program lead
 - c. Santa Clara University Risk Management, following posted reporting instructions

ACKNOWLEDGEMENT

I have read, understand, and voluntarily agree to abide by the terms of this Authorized Driver Agreement. I understand that failure to comply may result in loss of driving privileges and referral for appropriate disciplinary action, which for students may include review by the Dean of Students, and for staff or faculty may include review by their supervisor and applicable Vice President, Associate/Assistant Vice President, or Dean.

By signing below, I acknowledge that I am responsible for complying with all University driving requirements whenever operating a vehicle on behalf of Santa Clara University.