



Santa Clara University
VEHICLE DRIVER'S AGREEMENT

ALL DRIVERS:

1. Must complete a Driver's Agreement and affirm that they have a valid driver's license - A valid driver's license is one that has not expired, does not have driving restriction, suspensions, or revocation of driving privileges.
2. ____ Initial. By initialing, I affirm that I have a valid driver's license and that I have not have been cited for three (3) or more moving violations within the last two (2) years or has been at fault in two (2) or more accidents within the past three (3) years to be eligible to drive on behalf of the University. Any citations for reckless or drunk driving within the last year will result in a loss of vehicle privileges.
3. By signing this form, you agree to allow the University to conduct a Department of Motor Vehicles record check, at the University's discretion.
4. Must operate the vehicle in conformity with all motor vehicle laws with proper allowance for weather and traffic conditions.
5. Will be responsible for any fines or penalties from moving or parking violations.

DRIVERS USING PERSONAL VEHICLES:

1. ____ Initial. If you are driving your own car you must initial below to affirm valid vehicle registration and that vehicle is legally insured.
2. If a driver is in an accident, the driver will not be allowed to drive on behalf of the University for the remainder of the academic year.
3. All problems/accidents should be reported immediately. Failure to report problems/accidents could result in a violation of the Student Conduct Code and will be reported to the Office for Student Life. The purpose for reporting an accident is not to sanction drivers but to ensure that all vehicles are operational and safe for use.
4. ____ Initial. Insurance: Private vehicles used on University business must be covered with the owner's insurance as required by law. The insurance covering the private vehicle used pays first and if that insurance is exhausted, the University insurance pays second to the extent of the policy. Claims paid by private insurance for accidents occurring from the operation of privately owned vehicles are not reimbursable from University funds or University insurance.

SAFETY PROCEDURES:

1. All passengers must wear seat belts while in the vehicle. Anyone refusing to use a seat belt will not be allowed in the vehicle.
2. Maximum occupancy should not exceed the manufacturer's recommendation.

EMERGENCY PROCEDURES:

1. In the event of an accident, the driver must use good judgment based on the type of accident and comply with the law in notifying the proper authorities. Drivers must contact their department immediately. The purpose for reporting an accident is not to sanction drivers but to ensure safety for all involved.

I, the undersigned, have read and understand the above information, initialed items as appropriate, agree that all information provided is truthful and agree to comply with all procedures as outlined.

Driver Name

Driver Signature

Date