

# CAPITAL UNIVERSITY

## VEHICLE USE AGREEMENT

1. All drivers must have with them a valid State drivers license whenever driving a University Vehicle.
2. Drivers shall be alcohol and drug free. This includes prescription and non-prescription drugs that may impair a driver's judgment or faculties.
3. All drivers must complete a Driving History Form and have it approved and on file at the Department of Public Safety.
4. All drivers are required to take and pass the online Defensive Driving SafeColleges/Vector Solutions course.
5. The vehicle shall be operated according to the University regulations and applicable state laws. Drivers are personally responsible for any traffic citations (tickets) that may be issued as a result of operating a University vehicle.
6. Drivers may not drive more than six hours a day and no more than two consecutive hours without at least a fifteen (15) minute break between driving periods. All trips over six hours require at least two approved drivers
7. Non-authorized use of University vehicles is prohibited.
8. The number of passengers may not exceed the number of seat belts. Drivers and passengers are required to wear their seat belts. NO EXCEPTIONS.
9. Transporting hitchhikers or other unauthorized passengers is not permitted at any time.
10. The vehicle ignition must be off and doors locked when unattended.
11. Report any accidents, damage or moving violations while driving a University owned, rented or leased vehicle to the Public Safety Department within 24 hours.

### ADVISORY PRECAUTIONS

1. Reduce speed below posted limit when roads are wet or slippery.
2. Use turn signals for every turn or lane change.
3. Exercise extra caution when backing-up.

**I have read the Vehicle Use Regulations and Agreement and agree to comply with all requirements and regulations.**

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APPLICANT SIGNATURE

DATE

REV 03/2025