

NOTICE TO ALL DRIVERS

Motor Fleet Cars, Cans and Mini-Vans are only to be driven by the following with the proper listed certifications/guidelines and understanding of Motor Fleet Policies and Procedures

All Drivers must:

1. Be Faculty/staff or student employee
2. AT NO TIME allow someone else to drive your Fleet vehicles that you are responsible for without prior approval by the Motor Fleet Representative
3. Successfully complete the Van Certification Qualification course if driving a Van or Mini-Van
4. Present Proper ID/License/Van Certification every time you pick up a vehicle
5. Fill out a check list form for travel on every trip
6. Fill out your travel ticket and sign it when returning
7. Leave all fuel receipts in your travel book
8. Return the vehicle on time
9. Un-official usage (i.e.: trip to store/trip home/run the kids to daycare/take pet to Vet/stop by the bank etc.) are a violation of State Motor Fleet laws, are considered misuse of State Vehicle and is prohibited by law
10. No pets may travel in the vehicle
11. Parking citations are the driver's responsibility
12. Must not use the supplied gas credit cards for your own cars or any other vehicle other than the vehicle assigned to the card

Please comply with all Motor Fleet Rules and regulations and if found to be negligent or guilty for improper usage you will be held liable for the damages and fees that occur

For questions please see your Motor Fleet Representative